

## **BOARD OF MAYOR AND ALDERMEN**

**February 02, 2021**  
**Mayor and all Aldermen**

**7:30 p.m.**  
**Online Virtual Meeting**

Mayor Craig called the meeting to order.

Mayor Craig stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

The Clerk called the roll.

Present: Aldermen Cavanaugh, Stewart, Long, Roy, Sapienza, O'Neil, Levasseur, Terrio, Porter, Shaw, Barry, Gamache, Hirschmann

### **CONSENT AGENDA (ITEMS)**

Mayor Craig advised if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Accept BMA Minutes**

5. Minutes from the June 2, 2020 Public Participation and BMA meetings; June 9, 2020 Special BMA meeting; July 7, 2020 Public Participation and BMA meetings; and July 21, 2020 Special BMA meetings.

**Approve under supervision of the Department of Highways, subject to funding availability**

6. Commercial Sidewalk Petition:
- 795 Elm Street
- Residential Sidewalk Petitions:
- 1966 Elm Street
  - 1970 Elm Street
  - 147 Huse Road
  - 150 Eve Street

**REPORTS OF COMMITTEES**

**COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE  
ADMINISTRATION**

7. Advising that the update on the Revolving Loan Fund has been accepted.  
*(Unanimous vote)*
8. Advising that the Finance Department reports:
- Accounts receivable over 90 days
  - Aging report
  - Outstanding receivables
- have been accepted.  
*(Unanimous vote)*
9. Advising that the City's Monthly Financial Report (unaudited) for the first six months of fiscal year 2021, submitted by the Finance Director, has been accepted.  
*(Unanimous vote)*

**COMMITTEE ON LANDS AND BUILDINGS**

10. Advising that the request for purchase of city-owned property on Douglas Street (Map 393, Lot 1) has been received and filed.  
*(Unanimous vote)*

*HAVING READ THE CONSENT AGENDA, **ALDERMAN O'NEIL** MOVED TO APPROVE. **ALDERMAN PORTER** DULY SECONDED THE MOTION. MAYOR CRAIG CALLED FOR A VOTE. ALDERMEN CAVANAUGH, STEWART, LONG, ROY, SAPIENZA, O'NEIL, LEVASSEUR, TERRIO, PORTER, SHAW, BARRY AND GAMACHE VOTED YEA. ALDERMAN HIRSCHMANN VOTED NAY. THE MOTION CARRIED.*

### **REGULAR BUSINESS**

11. Nomination(s) to be presented by Mayor Craig, if available.

Mayor Craig stated pursuant to Section 3.14(b) of the City Charter, please find below the following nomination which will layover to the next meeting of the Board pursuant to Rule 20.

#### Highway Commission

Kathy Sullivan to replace Toni Pappas as a regular member, term to expire January 15, 2024

12. Confirmation(s) to be presented by Mayor Craig:

#### Senior Services Commission

Pat Kalik as a regular member, term to expire January 1, 2022

Lee Drysdale as a regular member, term to expire January 1, 2023

Terry Gesel as a regular member, term to expire January 1, 2022

#### Office of Youth Services Advisory Board

Cady Hickman as a regular member, term to expire January 1, 2024

***Alderman Long** moved to confirm the nominations as presented. **Alderman O'Neil** duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

13. Communication from Gerard Fleury, Executive Director Emeritus - Manchester Employees' Contributory Retirement System, requesting support of bills in the 2021 legislative session.

Alderman Terrio stated I am going to direct my question to Alderman Long who I think is up to speed on this. Is this going to strengthen the retirement system? We are going from a three year average to a five year average and what I have been told is that the retirement system had some problems and I assume this is strengthening it. I just want to make sure that this is what we are supporting is a strengthening of our retirement system. I am hoping that Alderman Long can answer the question.

Alderman Long replied it does strengthen the pension plan. It does several things. It moves the 3.75% contribution rate currently to 5.75% for those that are hired after January 2022. It moves the retirement age from 60 to 62 for those hired after January 2022. It also increases the distribution from 1/6 of 1% to 7/12 of 1% for the retirees after January 2022. Nobody who is currently in the system is affected by these changes. Everything would be for those hired after January 1, 2022.

Alderman Porter stated Alderman Long you and I had a conversation at one point and I have read this a few times but is this the legislation we discussed.

Alderman Long responded yes. This is my second attempt at putting it through.

Alderman Cavanaugh stated I have a few things I would like to go over but first of all didn't we receive a letter asking us to put this on the table so the new board overseeing the retirement fund can review it.

Mayor Craig replied yes the board received a letter from Dick Molan.



Alderman Cavanaugh asked and that is to delay this for a few weeks correct.

Mayor Craig answered if you want, we could have the Clerk read the letter into the record.

Alderman Cavanaugh stated no I think everyone has it. I didn't know if you need a motion for that but that is what I would like to do. There are a few other questions I have also. I don't know if Kevin Sheppard is on the call but a few weeks ago we had to increase some pay grades because we can't hire people to work for the city for some lower level jobs. So we increased their pay grades and now we are going to hit them on the back end. I just don't agree with that. The other thing too is I would like to see, and I don't know if Mr. Fleury is on the call but I would like to see a breakdown from the system with all of the participants. We always want to protect the retirement system and I agree with that but we are going after the people that are collecting the least. I would like to see a breakdown of the top 10% of people that are collecting money and the percentage of the money going out that is going to that top 10%. Maybe if we really want to protect this system we should look at a cap on what we give out to people on the higher end of the retirement system. If we are going to hit people on the low end, I think we have to also hit people on the high end to look at the whole system and again not always...I am a firm believer in leaving the ladder down and I don't agree with this at all. We are having a tough time filling open positions and even with the percentage increase we are giving these people, I don't think it is a good time for this. We keep talking about frontline workers and essential workers and we are going to hit these new people coming in. I just don't agree with it. I would like to have this item tabled so we can have the questions answered and have that new board look at whether they want to go forward with the legislation.

Alderman Barry stated what always concerns me is when we put that it is not going to take effect until a certain date and in this case it is January 1, 2022. If it is such a great

deal, why aren't we implementing it earlier? Maybe Mr. Fleury can advise us on why this is such a good deal. Again, I agree with Alderman Cavanaugh that we have the lowest people on the totem pole as far as income and people that are struggling. We just brought them up to close to \$15/hour and now in the future we are going to hit them with another 2% to contribute. Can someone answer that?

Gerald Fleury, Executive Director Emeritus - Manchester Employees' Contributory Retirement System, stated I have problems with my local internet so I am not going to activate my camera. Let me answer one of the questions which was why would there be a delay in the implementation. This is a highly technical bill and it is estimated that a number of months would be required for reprogramming the computer system to deal with the different rules for those hired after the inception of the legislation versus those that are in place right now. A good part of that delay is to allow for programming time. It was also necessary that we build programming costs into the retirement systems budget to accomplish that and that has to be done between multiple vendors. Part of it is the logistics of administration and that is why there is a delay. You would have that no matter what. Regardless of what you were going to do, if you are going to make basic changes to the plan you need time allocated for those third party vendors to make the programming changes.

Alderman Barry asked is this a positive thing for the employees. Are you considering this a positive change for the employees?

Mr. Fleury answered first of all I want to point out that I was only the Executive Director until last Friday at which point I retired but I understood that this was an important measure and indicated that I would be willing to follow through both in testifying before the legislature and appearing before you to explain the nuances. This plan was not come up with quickly. There were probably three years' worth of studies with the actuaries, and the retirement board debated this a number of times. We became sensitive to all of

the potential negative issues that were there and the sweet spot if you will would have been to make it effective only at the start of a new plan year in some January. Originally, this would have happened in January of this year but the bills failed to get through the Senate because of the Covid situation and the legislature shut down. So we made it through the House but not the Senate. The bills were reintroduced this year and this is where we are with it. I came before the BMA last year with essentially the same bills. One of them was 1292 which was the plan changes, and 1293 which is a purely administrative thing. The BMA found favorably at that time and we had a letter at that time that we took forward to the House. I might also point out that there were some concerns raised by the ED&A Committee last year over the 2% cost shift. They had recommended and in fact amended the bill so when the accrued liability of the system is satisfied in about 2039 that the cost switch would go back again meaning that 5.75% would go back to 3.75%. What does this do to stakeholders in the plan? For existing members, it holds them harmless. For new members, it causes them to pay more but on par with the Group 1 members employed by the city who are in the NH Retirement System. They are also paying 7%. That was challenged and went as far as the Supreme Court and was upheld. We thought there was parallel and precedent there. What does it do for the city and taxpayers? It essentially takes that accrued liability, which if you think of it like a mortgage all of the early payments go against interest and little against principle. As you get to the tail end of that mortgage, the reverse is true. This legislation would cut a year off of the accrued liability funding. That would mean roughly \$14 million to the city. That is a savings to the city and to its taxpayers. Once the accrued liability has been satisfied, the employer normal rate, which right now is 30 cents, would drop to somewhere around 10 or 12 cents. Exactly how much it would drop to is difficult to project given the length of time but it would be much less once that accrued liability has been satisfied and it would also sure up the plan. There are some provisions in the changes that were made because it was recognized that since the plan's inception in 1974, people who retire early are given one heck of a deal and the actuary pointed out that that

was probably an actuarial mistake that had been carried on for decades. The bill is trying to correct that so that it is being discounted at a fair rate.

Alderman Barry stated the only thing is you actually haven't answered is my question. As an employee, is this a positive move? I guess to make it easier, put yourself in their shoes. If you were applying for a job in the city and you started on January 1, 2022, would be happy with this change?

Mr. Fleury responded what you are asking me is to give you an opinion and I will do that. I would be happy to do that. In my opinion, you would be hard pressed to find employment anywhere that offers you participation in a defined benefit plan that allows you to retire at this age with these kinds of benefits for this cost. This is a real bonus for employees in the city, even those hired after the inception of the legislation should it pass. This helps you to attract and retain qualified people because it is a great benefit.

Alderman Long stated first regarding hitting the low end people, this absolutely does not hit the low end people. When I was 25 or 30 and looking for a job, I wanted to see what is going in my pocket not my pension. I started worrying about my pension when I turned 50. There are some young men that might be more responsible and look for what their pension will be. I firmly believe that when you get hired you should stick to the conditions you got hired under. So to go back and go after those that are currently employed, I would be opposed to. They got hired under a certain condition and I want that condition to remain. These new hires after January 1, 2022 will be hired under these conditions and I would support them keeping these conditions. Again, what Mr. Fleury referenced which was a 5.75% contribution to a defined benefit, that is very rare. I, too, believe that this is a benefit for new hires.

Alderman Cavanaugh stated I am not trying to reduce anyone currently but I do want that information about the top 10% and what they collect compared to other 90%. That would

be interesting to see. If we are going to look at that, when I talked about a cap, that could fix a lot of the problems we are talking about. Mr. Fleury, let me ask you too because you brought up that this already went through the House ED&A Committee and it was amended to say that if this plan hit 100% funded everything would go back to what exists today. Is that correct?

Mr. Fleury answered yes that is correct. The board looked at that and had no opposition to that.

Alderman Cavanaugh asked can you tell me the last time this plan was 100% funded.

Mr. Fleury replied the plan has never been 100% funded I believe.

Alderman Cavanaugh stated I think that is very disingenuous then. That is exactly my point. I think that is disingenuous and I would like the new board to really look at this. We should give them two weeks and table this item.

Mr. Fleury stated if I might explain my answer to was the plan ever 100% funded, there was a shift in actuarial assumptions back in 2003-2004. Actuaries used to look at determining what was the percentage of funding of the plan and they would say if we froze the plan today and we had to pay out the benefit that everybody has earned today do we have enough money to do that and the answer to that used to be yes we have 125% of what we need. Then the actuaries asked of themselves, when is the last time that we froze a plan and didn't allow anybody to accrue any more time and that was it. Nobody had ever done that so they said to themselves, this is not a true measure of funding. We have to look at everyone that is in the plan and look forward to when they will retire and how many more years will they earn and what are their salary assumptions. The answer to that came up you only have \$.70 on the dollar. This happened right across the country in public plans everywhere. I did 25 years with the NH Retirement System before doing

17 with the city so I have some historical memory on how this works. It was unfortunate that earlier actuaries underestimated the magnitude of the liability but having seen the error of their ways, that was corrected. We don't look that great now because we are 60% funded. There were other things that were not considered. Why was the plan slightly underfunded? Because originally things like severance pay which is when you retire you get to collect your vacation pay and a portion of your sick pay and that gets calculated into your retirement benefit. There was never a provision when the plan was first enacted to fund that so you had a component of unfunded liability there. When those things were recognized, they were corrected. That got us to where the plan is now. As to your question can we easily come up with demographics on who is retired and who is top heavy, that is a simple five minute program to run against our information systems. I am sure the retirement board can provide that.

Alderman Cavanaugh asked who is the new Chair of the retirement board.

Mr. Fleury answered right now it is Richard Molan.

Alderman O'Neil stated I am probably going to jump all over the place here but if I recall, there were similar changes to state Group 2, our police officers and firefighters, a number of years ago; very similar changes. We negotiated changes to our health insurance on employee contributions to new people coming in the door a couple of years ago. By the way, Mr. Shea welcome and Gerry thank you for your service to the employees of Manchester. I guess this will be to Gerry because I can't put this on Bill since he just started. Gerry, over these three years was there any outreach to the members that there were potential changes coming?

Mr. Fleury answered yes. We sent letters...I personally signed letters that went to all of our retirees and we had items on our website on a continuous basis. We put stuffers in with annual statements that went out to the members. We made every effort that we

could to communicate this and basically reassuring them because the concern in those communications was that individuals who were currently working were going to look at that and say oh my gosh they are about to pull the rug out from under us when that was not the case. We wanted to make sure that people were not alarmed unduly.

Alderman O'Neil stated okay so you believe there was good communication. I do not buy the argument that at the end of this it is a \$14 million savings to the city because it is on the backs of the employees. I don't particularly agree with that statement. Defined pensions are rare now and trying to maintain them is important. I can tell you that 401K's certainly don't deliver the retirement opportunities that a defined pension plan does. Gerry and Bill, do these changes strengthen the retirement system plan? Yes or no?

Mr. Fleury responded unequivocally yes.

Bill Shea, Executive Director, NH Retirement System, stated absolutely yes.

Alderman O'Neil stated I have a question for Alderman Long. What does tabling this for two weeks to give the new retirement board time to review it do to you in Concord?

Alderman Long answered the way the House works is they are not going to hold on to this bill for two weeks. There is a cross over and they are rushing bills through currently for that. I told the House Committee that we were going to discuss this tonight and they requested that I send them the vote. They are asking for the BMA's approval. A hold over for two weeks would not be allowed. I think they would just kill the bill and we would have to resubmit it in the next term.

Alderman O'Neil stated so you believe that failure in acting tonight would kill the bill and it would be put off another year.

Alderman Long responded it would be put off for two years because you can't bring up the same bill the second year of the term.

Alderman Sapienza stated I think it is important that we move ahead with this recommendation. Clearly with the retirement system the city, state and unions have all been making promises to employees that are unfunded. We have been underfunding them for years. These are common sense changes that improve the situation. I don't disagree with Alderman Cavanaugh that we should probably do more and put caps on the top but we are not talking about caps on the top tonight. We are talking about a couple of specific bills that do good things that are a step in the right direction and we need to move this forward tonight.

Alderman Cavanaugh asked Alderman Long when is cross over. Is it at the end of March?

Alderman Long responded it is March 21.

Alderman Cavanaugh stated I think we would have time. I know we recessed a couple in the...

Alderman Long interjected I am sorry. This is a second bill. It is an FN bill so it goes to Finance. I don't know why it is an FN because it doesn't affect the state but the fact that it has a fiscal note on it means it goes to a second committee which would probably be Finance. That would be sometime this month.

Alderman Cavanaugh stated I think they are meeting weekly right now. I am not sure but is Mr. Molan on the call? I just wanted to get his opinion. I think again that waiting two weeks to give the new board a chance to look at this is not a heavy lift.



Alderman Roy asked Mr. Fleury these bills go to correct the unfunded liability, correct?

Mr. Fleury answered I would like to take this opportunity to point out the difference between these bills. HB211-FN is really the 800 lb. gorilla in the room. That is the one that has all of the changes. HB356 is very tame by comparison. It just does some administrative housekeeping that helps the trustees to appoint someone if they get a resignation mid-term until the end of the term without having to hold a special election and it keeps us in the good graces of the IRS for compliance as a qualified plan. You can't paint both bills with a broad brush. To answer your question on whether HB211-FN keeps the system healthy, yes it does.

Alderman Roy asked would you say that part of the problem with the unfunded liability is because of demographics and people are living longer.

Mr. Fleury replied absolutely. In the 17 years that I was with the system, I saw the actuaries need to change the population demographic on two occasions. People are definitely living longer and that was unexpected because when you annuitized their pension you had an expectation of how long they are going to live and life expectancy was just blowing that out of the water.

Alderman Roy stated the last thing I will say is it appears to me that these bills are designed to protect the workers' retirement so I think it is something that we absolutely need to push forward and support and send a letter to the legislature.

*Alderman Sapienza moved to support the two bills. Alderman Roy duly seconded the motion.*

Alderman Cavanaugh stated I thought I had a motion to table.

Mayor Craig replied there was no second.

*Alderman Barry stated I will second the motion to table. I don't feel comfortable voting on this tonight without having the input. I wish Dick Molan was on the call tonight.*

Alderman Sapienza stated I already have a second on my motion.

Alderman Cavanaugh stated I had a motion on the table before your second.

Alderman Sapienza stated I have a motion and a second. You didn't get a second. Let's call the question.

City Clerk Normand stated it is up to the Mayor on which motion she is accepting.

Alderman Sapienza stated there is no reason to wait. This is a good idea.

Mayor Craig stated Alderman Cavanaugh made a motion to table. We will take up that. I think it is pretty clear where it is going and then we will pick up Alderman Sapienza's motion.

*Mayor Craig called for a vote on the motion to table.*

Alderman Terrio stated I have a parliamentary inquiry. If a motion is made and not seconded and then another motion is made and is seconded, wouldn't the motion that was seconded take priority?

City Clerk Normand stated the Mayor is the parliamentarian.

Mayor Craig stated it is different from the school board.

Alderman Sapienza stated all we are going to end up doing is taking two roll call votes for no reason.

Mayor Craig replied correct.

*City Clerk Normand stated this is a roll call on the motion to table. Aldermen Cavanaugh, O'Neil, Barry and Gamache voted yea. Aldermen Stewart, Long, Roy, Sapienza, Levasseur, Terrio, Porter, Shaw, and Hirschmann voted nay. The motion failed.*

*Mayor Craig called for a vote on the motion to support the two house bills. Aldermen Cavanaugh voted nay. Aldermen Stewart, Long, Roy, Sapienza, O'Neil, Terrio, Porter, Shaw, Barry, Gamache and Hirschmann voted yea. The motion passed.*

14. Tentative Agreement between the Manchester Board of School Committee and the Manchester Certified Instructors NEA-NH Association.

*Alderman Terrio moved to ratify and layover. Alderman O'Neil duly seconded the motion.*

Alderman Porter asked what is a certified instructor as compared to a certified teacher. Can you tell me the difference?

Mayor Craig stated I know that there are not many left. I can't tell you the difference.

Alderman Terrio stated in layman's terms it is something between a paraprofessional and a teacher. There are only about eight of them.

Alderman O'Neil asked is there anybody from the school district on this call. Maybe you know the answer. Are they the last bargaining unit?

Mayor Craig answered yes.

Alderman O'Neil asked so all they are asking for is something that everybody else has received already.

Mayor Craig replied they are the last bargaining unit at the school district.

Alderman O'Neil asked when it comes to fairness, this would make them the same as everybody else.

Mayor Craig responded they would have a contract; correct.

Alderman Porter asked what would the budgetary impact be. Would this impact the current budget cycle that the school district is in?

Mayor Craig answered on page 14.2 of the agenda, it goes through the fiscal year 2021 impact and then the 2022 impact. For this fiscal year, it is around \$12,000 and for next year it is \$9,000. They said that this year they can cover it. What caused concern for me at the time the school board voted on this was we are consistently hearing about the financial issues on the school side. I did vote against this because I am extremely concerned or was extremely concerned about the financial issues on the school district side. However, since then we have received confirmation that there will be \$37 million coming into the school district from the federal government. This basically goes into FY22 so it should be fine.

Alderman Porter replied on page 14.2 it states that there is a one-time \$200 disaster supply reimbursement and that comes out to \$4,400. If we only have eight of these certified instructors, how does that come out to \$4,400?

Mayor Craig responded I think Alderman Terrio said we have approximately eight. There are a few but I assume if you divide the \$200 into the \$4,400 that is how many there are.

Alderman Porter asked what is disaster supply reimbursement. I don't know what that means.

Mayor Craig answered I assume it is similar to what they did for the teachers which was provide a stipend for supplies.

***Mayor Craig called for a vote. Aldermen Cavanaugh, Stewart, Long, Roy, Sapienza, O'Neil, Levasseur, Terrio, Shaw, Barry, Gamache and Hirschmann voted yea. Alderman Porter voted nay. The motion carried.***

**15. Report(s) of the Committee on Community Improvement, if available.**

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$35,000 for CIP 212719 Oral Health Program be approved.

***Alderman Cavanaugh moved to accept the report and adopt its recommendation.***

***Alderman Porter duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.***

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$100,000 for CIP 213721 FEMA and State Funds to Support Covid Vaccination Efforts be approved.

*Alderman Porter moved to accept the report and adopt its recommendation. Alderman O'Neil duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

### **NEW BUSINESS**

Mayor Craig asked Anna Thomas to give an update on how things are going regarding COVID-19.

Anna Thomas, Public Health Director, stated very quickly we are in the midst of scaling up and out from not only doing case investigation, contact tracing, cluster investigation and testing to now vaccination which is very exciting for all of us. We are assisting the site at SNHU which is a state run site. In addition to that, this week we are starting to do some mobile clinics with very targeted populations and facilities. The goal of our mobile clinics is really going to be, and this is in partnership with the Fire Department as well, is to try to get to people who would have a difficult time getting to the SNHU site. Part of the planning for example is trying to get to some of the senior high rises in the city and getting out to Easter Seals and the Moore Center and trying to get to some of the homeless shelters. We are going to be doing that simultaneously with running the state site and in addition to that we are also looking to partner with our surrounding health care providers to potentially set up an additional site to SNHU, especially as we start to receive more vaccine. All of this is very dependent on what supply Manchester gets. As you probably already heard, we are getting on average now about 18,000 doses statewide and what that means for Manchester is we are part of what they call a public health

network and that means we are part of eight surrounding towns. There are 13 public health networks statewide and we are one of 13. For our public health network, we are getting on average about 370 doses a week. That is for all of the surrounding towns and Manchester right now in addition to the state site and what the state is getting. We are hopeful that those numbers are going to change rapidly. That is what we are being told and we are going to be ready for when that happens. As soon as that happens, we will start to expand our efforts and you will be hearing about those along the way.

Unfortunately it has been a tough start. I think there are a lot of issues with technology and the fact that people have to register first in a state site and then they have to go to the CDC website. I think that is where the disconnect has been because they have to go to that site to actually get their appointments. Today for example there were several hiccups and people were having a difficult time. They say by the end of today it is supposed to be resolved so we are hoping tomorrow things might smooth out a bit. It has been a ride and we are doing the best we can to support it and get whatever we can out to the people who need it most. That is good news and it will hopefully only get better in the weeks ahead. Certainly our cases are actually plateauing at a lower rate than where they were before. So our active cases every single day have been about 3,000 in the city. Cumulatively we had about 7,100 positive cases since the beginning of the pandemic and unfortunately 172 deaths among our residents. 79% of those deaths being attributed to long-term care facilities. In this past week, we are only seeing anywhere from 35-40 cases a day, which is lower than what it was in the weeks prior where we were seeing about 90 cases a day. The hospitals during this past week were averaging somewhere around 35 patients. Prior to that we were upwards of 45-50 a day. We are hopeful and being cautiously optimistic that we are going in the right direction especially as we get vaccination out there.

Mayor Craig stated in your packet you will find the weekly shelter bed count. There are still beds available at the shelter. You also have the schedule for CIP presentations for FY22. They will be this Thursday from 10:30 AM until 12 and 1:30 PM until 3 PM. If

any Board members want to participate, you are more than welcome to. They will also be televised on public television.

Alderman Long asked do we know what is going on with the homeless director position.

Mayor Craig stated I believe Kathy Ferguson and Chief Goonan can give an update.

Kathy Ferguson, HR Director, stated we had a total of 14 applicants. I believe nine were possibly qualified and five that were qualified. The Chief and I talked and he has narrowed it down to three but that was as of yesterday so I will turn it over to him.

Daniel Goonan, Fire Chief, stated we have it down to three or maybe four qualified applicants and are planning on interviewing very soon. We are just checking for availability right now so I would say we will have an answer within the next week or for sure by the time we meet again as a full board.

Alderman Long asked are we going to get to interview or meet the people prior to the selection or they will be selected and then will be introduced to us.

Mayor Craig answered the process is the same as when a regular department head is selected and that is typically not what is done. I believe in talking to Chief Goonan, he is putting a committee together for interviewing and there are two aldermen on it.

Chief Goonan stated right now we are at the point where I had some of the aldermen, three of them, help me get the candidate pool down to three or four so we are going to move forward with that. I talked to Kathy this week about how she thinks we should move forward. We are going to move forward as soon as possible and get this thing done and hire someone.



Alderman Porter asked how did you choose the three aldermen Chief.

Chief Goonan responded I just reached out to three aldermen.

Alderman Porter replied don't you think it would have been a good idea to reach out to all of the aldermen. I think that is rather selective and frankly speaking it is actually an insult. I think you should reach out to all of the aldermen to get our perspective. I don't think you should be reaching out to three specific aldermen to set up a committee. I think that is wrong and I think that is overstepping your bounds.

Chief Goonan stated frankly it is my hire. I called some aldermen and asked them to help me reduce the...I know you can disagree but that is my hire.

Alderman Porter stated if that is your hire then don't reach out to three separate aldermen; talk to all of us.

Chief Goonan responded I think I can reach out to whoever I would like that I trust to help me pick this person.

Alderman Porter stated I think you are overstepping, Chief.

Alderman Levasseur stated so you don't trust any other aldermen.

Alderman Roy stated two things. Chief, are all of the applicants female?

Chief Goonan answered right now there are four applicants. One is male and three are female.

Alderman Roy stated the other day when we were talking about the car that was needed you said that she needed to have a car so I didn't know if the choice had already been made.

Chief Goonan responded that car was not for this position.

Alderman Roy stated as far as having aldermen involved in this, I will ask the Solicitor to weigh in. I believe the Charter speaks to the fact that when the department head is hiring somebody, the aldermen aren't supposed to be involved.

Emily Rice, Solicitor, stated I am sorry but because of the background noise I didn't hear the question.

Alderman Roy responded when a department head is hiring someone, I believe the Charter states that aldermen are not supposed to be involved. We are hearing that three aldermen are going to be involved in the department head's decision on who they are going to hire and I think that is against the Charter. Am I correct or not?

Solicitor Rice answered I would be happy to take a look. I don't think there is a provision in the Charter that says that a department head isn't able to consult people and it doesn't contain a list of people that shall not be consulted. I think maybe what you are referring to is the fact that as the head of the department, the department head carries out the executive functions. I don't think there is a provision that says that aldermen can't be consulted. The decision is up to the department head I think.

Alderman Roy stated the way I read it is that aldermen aren't supposed to be involved at all. We can paint it any way we want but...whatever.

Solicitor Rice asked is there a specific provision in the Charter that you would like to direct me to.

Alderman Roy answered I don't have it in front of me but I will check it out.

Solicitor Rice stated I will take a look right now.

Alderman Terrio stated in the same vein of questioning, this is Chief Goonan's hire but we made this position. It wasn't a coordinator but a director and I thought the BMA hires directors. Is there a conflict between putting this in the Fire Department and giving the Chief the authority to make the hire? We made this a director's position and I thought the BMA has the power to hire directors.

Solicitor Rice responded you might be referring to the hiring of department heads. My understanding is that this position is at a director level but this is not a department head. That is my understanding but maybe I am wrong.

Mayor Craig stated in talking to Chief Goonan and knowing what an important position this was, we collectively thought that it would be good to have aldermen involvement in this process. I am pretty sure that when I spoke to him Bill Barry was someone because he is the Chair of the Special Committee on Alcohol, Drugs, and Youth Services, and Alderman Hirschman because he suggested this position. I believe there is another alderman who has been included as well. In communicating with the Chief, and I will take the blame if I have to, but we thought it would be a good idea to have representatives of this Board involved in the process because it is a critical hire for the city and we know that this Board wants to be part of it. I just wanted to share that.

Alderman Barry stated you are right and it is unfortunate that the Chief would be attacked for trying to do something to move the city forward. I know when he reached out to me

he explained the reason was because I was the Chairman of the ADYS Committee. I have worked with Chief Goonan on this homeless situation a lot so he knows that my heart and soul is in this. I appreciate the fact that he did reach out to me. I appreciate the fact that he reached out to Alderman Hirschmann because he was the one that proposed this position and also Alderman Long because he works harder and is more involved with the homeless situation in the city than anyone on the Board. That goes a long way. I know that some of the aldermen are getting involved now with what is going on. We had a discussion today at the Public Safety Committee regarding the homeless situation and we are moving in the right direction. Things are starting to work. We are getting beds and shelter available for the homeless so we can cut down on the number of tents and number of people sleeping on our city streets. We are there. We are finally at the point where we can start removing people from the city streets and get them shelter. We just had a major snowstorm and we have had some very cold weather and we are getting it done. Again, I appreciate and was humbled by the fact that Chief Goonan reached out to me and I have no regrets at all. If other people want to get involved that is great but to go after him for doing what he thought was a nice gesture on his part in my opinion is sad.

Alderman Porter stated it is unfortunate that Alderman Barry called it an attack. I think what happens is there is a lack of communication so tonight sitting here at the meeting and learning for the first time that three aldermen had been contacted...I think it would have been highly appropriate to send out some sort of communication to the rest of us. When the public hears this, and they are hearing it now, to them what they are hearing is there are three aldermen that are going to help make this decision so what about the rest of the Board. It is not about attacking the Chief but I think if you are going to reach out and get three specific people, send a communication to us and say hey listen I reached out to a few aldermen and this is what I am doing. To me it is a lack of transparency. It is his hire and I get that. I am not saying I want to be involved in the hiring process but I do think the lack of transparency and the lack of communication and the fact that I had to

find out at a meeting tonight that three aldermen were contacted by the Chief...Alderman Barry I am sorry you think it was an attack but it really took me by surprise. Let's have more communication. Email works very well. Let us know what is going on. That is all I am asking.

Chief Goonan stated I had no intention to go to the entire Board. This is a hire under my purview right now. I asked some aldermen to be involved but I had no intent to make any of the other aldermen upset about this. Quite frankly, I do feel that at times and not just the Fire Department but other department heads as we go forward with some of these things that we are being attacked. I can tell you that right now. You can take that to the bank for sure. As for this, in particular, I care deeply about this community and whether this hire would be appropriate. It is a little bit out of my comfort zone so I asked a few aldermen that have been involved in this. I didn't mean to upset anybody but obviously I did. I probably should have just left it to myself and hired someone and hoped for the best but I did include some aldermen. My intent was to narrow this down and get some input without having to ask 14. I apologize if I have upset any aldermen. Obviously I did. I will try to do my best going forward. I talked to Kathy about what the next step is and that would be to get a smaller set of experts together to get the appropriate hire. I don't believe that will include aldermen but I appreciate the aldermen that helped me narrow this down and give me some input. They simply went through the applications and helped out. I meant nothing by this. I didn't try to go around any sort of system. There you have it. I have been involved with this very heavily. I have been involved with this process and I hope for the best for the community and again if I upset any aldermen I apologize for that.

Alderman Porter stated I appreciate that. I am looking for more communication. I am not saying we should be involved in the process at all. Thank you.

Alderman Long stated I think it was Wednesday or Thursday that he asked me if I would review the applications and I marked them up and sent them back to him. As far as transparency, it is transparent and you are being told today. When else are we going to tell the public? Do you want us to do a news release that we have three aldermen who are going to be reviewing some applications? I want to thank the Chief. He reached out to three people. I would have done the same thing to make sure I am going in the right direction. As far as transparency, it is transparent. It is being made public today. I don't think he wants to bounce it off of 14 people. With respect to the Board, the Board can't interject with current employees is what the Charter says. As far as hiring, I don't see anything in the Charter that prohibits what the Chief did.

Alderman Sapienza stated the Chief didn't reach out to me and that is probably because I have no expertise in this area and nothing to offer so I wouldn't expect him to reach out to me. Some of the Board members are concerned so I want Board members to know that I do, quite regularly, speak to department heads. I will call them often and ask them questions. Just so you know, I do speak to department heads. I just want to be transparent.

Alderman Porter stated I am now concerned even more that an alderman received applications from applicants. How were those sent to him? Were they sent through city email because that is under right-to-know? I think we have an issue. This just brings forward an issue because again why should any alderman on this Board be reviewing any job applications for any city hire that is not either a department head or an aldermanic nomination. That is very concerning to me. I would like the Solicitor to address that.

Solicitor Rice stated I am not sure I understand your question. Was it about the right-to-know law?

Alderman Porter responded no. My question is should an elected alderman be receiving job applications to review qualifications for classified positions that are not within the aldermanic purview?

Solicitor Rice stated again going back to Alderman Roy's question, I think Alderman Roy is correct that under Section 3.04 of the Charter if it is not a department head and not an aldermanic or BMA nominee then typically the department head would have, and it says "exclusive personnel responsibility." However, I don't read that as constraining department heads from sharing information with other city officials including aldermen. I think you are correct Alderman Porter that when doing that, anyone in the city sharing personnel information has to be very, very careful that it be transmitted in the most secure way possible and that it be treated with care and in confidence. I don't see anything in the Charter that would prohibit sharing that information if a department head chooses to do so in the exercise of their hiring authority.

Alderman Hirschmann stated I am going to address the other Board members. There have been many times in my career as an alderman over the years, a lot of years, where we needed a committee of people or a group of people or a group of minds to go over people's credentials discreetly and help a department head. The one that comes to mind that we still haven't resolved is the internal auditor position that isn't filled. Me and Alderman Barry and Alderman O'Neil met for months and interviewed many candidates and looked at many resumes and helped the department head. That position is in the Solicitor's Office. We weren't able to come up with a candidate but we spent a lot of time on it. Aldermen have had a record of doing this type of thing. This department head reached out to me. I have been the Chairman of the HR Committee and I have been on the HR Committee for years. I have hired many people. All he asked me to do was look at the job description and give him my opinion on who the strong candidates were. He didn't ask me to pick anybody. I discreetly participated and I think I helped in the process. I am going to keep the whole thing discreet like it should be because it is an HR

issue. I hope that the Chief gets the person he needs to help with this because the homeless issue is a big problem in our city. I did go to Governor Sununu's staff meeting and learn about the Continuum of Care and the fact that we need a person who will work with this Continuum of Care. That is what the Chief is going to do. He is going to hire someone to get this homelessness network under control. There is a lot of money coming to Manchester and we are not in control right now. I think the aldermen are proud to be involved in the process but it is very discreet and we are not going to talk about it at the Board level. If you want to talk to me privately, I would be happy to. Thank you.

Mayor Craig stated I just want to clarify one thing you said alderman. You mentioned there is a lot of money coming into Manchester that we are not in control of. Just to be clear, we are not in control of it because it goes directly from the state to the non-profits.

Alderman Hirschmann responded correct.

Mayor Craig stated I just wanted to clarify that we don't have a say in where the money goes and we don't have authority to tell the non-profits how to use it. It is going directly from the state to non-profits but to your point, this person will be someone who coordinates the efforts with the COC and the non-profits and the state and our community.

Alderman Levasseur asked who is responsible for overseeing the recent radio commercials concerning the Fire and Police Departments. There have been two radio commercials and I was curious on who wrote them and who approved them. Also, my other concern is when it comes to press releases and press conferences, do we have anybody in charge of that or does a department head have authority to go and do their own press conference without the Mayor's Office knowing about it? I heard one of the Fire Department's radio commercials and it went into homelessness and how the Fire Department is responsible for the all the homeless people and they will do everything in



their power...I don't have the exact words in front of me but the gist is that they will do everything to take care of all of the homeless people in the city. My only concern with that is that commercial doesn't just go out to people in Manchester. It goes all over the state. I am wondering who is writing these and who is approving the language. They are well written but my concern is with the messaging and whether we are consistent on our messaging. Also, Chairman O'Neil did you know about the three people put on the committee to pick the new Homelessness Director? I was just wondering if our chairman knew.

Alderman O'Neil replied like Alderman Sapienza said, I talk to department heads regularly. I was talking to the Chief and he mentioned it to me after the fact. I have no issues with it but I didn't know it ahead of time.

Alderman Levasseur asked on the issue of the radio commercials, I don't have a problem with us doing them. I am just wondering if we are being consistent with our messaging and if there is a consistent...I don't know who is in charge of overseeing those or if the department heads have their own authority and their own budget. I am wondering how that works. Thanks.

Mayor Craig asked Chief Goonan to speak to that.

Chief Goonan stated WZID approached both Police and Fire with an offer to get some information out to the general public about what the Fire Department and Police Department do. Those pieces are authored by one of my captains, Captain David Fleury, who helps us out a lot. They were certainly approved by my office as well as WZID. It was a public service announcement to make the public aware of what we do other than our traditional roles. We are scheduled to have many of those radio spots over the next year or so. I think they are well done. I guess we don't read into them as much as some other people do as far as what we...I don't think we are trying to welcome people into

our community. I think we are just trying to put the spotlight on some of the extra things we are doing to help the community and homelessness is one of them.

Alderman Levasseur stated I don't think that you actually did but I think that is one of those things that occur. It is like when we had Safe Station and you got massive network news from WMUR and then a massive story in the *Union Leader* Sunday paper. It was just letting people know come on in and by the way we have a Fire Department that handles this and takes care of it and works on it. I am just not sure if that is something that should go through a process. If I was the Mayor and...me personally. I am not saying any other mayor or attacking...I know everybody gets all crazy thinking you are being attacked when we just ask questions because we are not together and we are all out in east...nobody has seen each other for months and months so we don't have the same communication we always had and everybody feels like they are being attacked every time an alderman brings up a point or a question. Basically we just don't know what is going on because that is the way it is. I am not pointing fingers about that but when we ask questions we just want to know why and we want to know what the answers are. I don't think that you specifically are inviting people into town. It is just related to that. The people that are here know that but you know how these networks work and it spreads all over the place. I just think that we need to be careful when we do press conferences because there have been press conferences that I have seen and I haven't complained about them or anything but I think the messaging has to be consistent and I think it should be coming not just from one department or one department head but it should be in relation to the Mayor's Office and I think the Mayor should be able to make sure that messaging is consistent with the message she wants for the city. I am not asking you to ask 13 or 14 aldermen to come together on a message. It is not easy for all of us to agree on everything. That is just my point. Just be careful when we are moving forward with these press conferences and radio commercials. Sometimes information gets out there that is not accurate by department heads.

Mayor Craig stated unfortunately a lot of information gets out from a number of different sources that is not accurate but you raise some good points Alderman Levasseur.

Alderman Levasseur stated this is being sanctioned by the city. When I am doing my TV show, I am not sanctioned by the city to be a spokesman for the city. When you are a department head and you wear a badge, you are representing the city in a much different way obviously. Again, I am not attacking anybody so please don't take it that way. I just want us to be careful and to be consistent and I also don't want the Mayor's Office to be blindsided. I just don't know if you are in communication with them every single time. That is all I am saying.

Mayor Craig replied I don't know that you heard me but I said that you raised some good points and I appreciate that. I, like many aldermen, am in constant communication with the department heads. In terms of press conferences, I absolutely know when they are going on and we are usually partnering together. I think there are some things that we can do better to make sure the messaging is consistent and what we want. I appreciate you raising the point and we will look into what we can do going forward.

*Alderman O'Neil moved to adjourn. Alderman Roy duly seconded the motion. Mayor Craig called for a vote. The motion carried on a unanimous roll call vote.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

City Clerk



TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:

Received

NOV 01 2020

City Clerk's Office

I/we, Nomi Oberlander, Manager of 795 Elm LLC, the  
& President of North End Properties, Inc.  
owner(s) of the real estate abutting upon 795 Elm Street, Suite 201  
Street Address

Manchester, NH

03101  
Zip Code

Description (including footage):

Merriam St from Elm → end of 795 Elm.

~ 10' wide by 119' long

This sidewalk has a bulkhead double door  
to my basement, pay + display, fire

desire that: hydrant, 4 signs, one utility pole.

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☒ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the  
cost of same. I/we the undersigned request your Honorable Board to grant this  
petition and to direct the Public Works Director to prepare and execute the  
necessary agreement between said petitioner(s) and the City of Manchester and  
forthwith to carry out the work as specified above.

Signed:

Nomi Oberlander, Mgr of 795 Elm LLC  
Owner

& President of North End Properties Inc.  
Owner

795 Elm Street, Suite 201

Mailing Address

Manchester, NH 03101

Phone #:

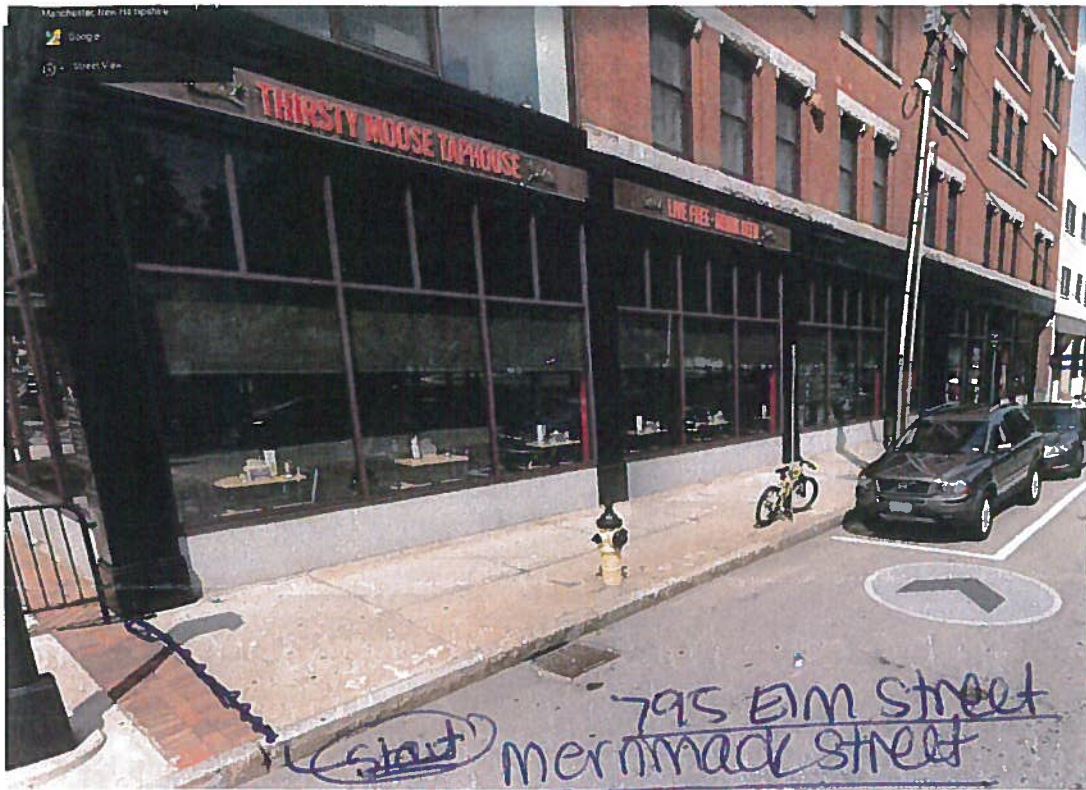
(603) 582-3838

Date:

10/26/20

⊗ City Clerk's Office - 1 City Hall Plaza - 03101







TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:

I/we, Norri Oberlander, Manager of 1966 Elm LLC, the  
Name(s)

owner(s) of the real estate abutting upon 1966 Elm Street  
Street Address

Manchester, NH 03104  
Zip Code

Description (including footage): ~8 ft wide x ~47 ft long  
This sidewalk has a recessing sidewalk  
edge that needs to be addressed!

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☒ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Norri Oberlander, Mgr of 1966 Elm LLC  
Owner  
+ President of North End Props Inc.  
Owner  
795 Elm Street, Suite 201  
Manchester, NH 03101  
Mailing Address

Phone #: 603 582 3838 Date: 11/5/20

\*City Clerk's Office - 1 City Hall Plaza - 03101





TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:

I/we, JENNIFER LANDON & ERIK ROMAR, the  
Name(s)

owner(s) of the real estate abutting upon 1970 ELM ST  
Street Address

Manchester, NH 03104  
Zip Code

Description (including footage): 54 x 8'1/2 (ish)  
my neighbor, NORR oberlander of  
North End Properties is also submitting  
her application  
THANK you

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the  
cost of same. I/we the undersigned request your Honorable Board to grant this  
petition and to direct the Public Works Director to prepare and execute the  
necessary agreement between said petitioner(s) and the City of Manchester and  
forthwith to carry out the work as specified above.

Signed: Jennifer L. Landon  
Owner  
Erik Romar  
Owner

1970 ELM ST MANCHESTER NH  
Mailing Address  
03104

Phone #: 603.657.4069 Date: 11/12/20



**TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:**

I/we, Scott + Debbie Bailey, the  
Name(s)

owner(s) of the real estate abutting upon 147 Huse Rd  
Street Address

Manchester, NH 03103  
Zip Code

Description (including footage): Install approximately 70'  
of granite curbing to edge of  
road and property.

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

**Received**  
DEC 04 2020  
City Clerk's Office

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

[Signature]  
Owner  
Debbie Bailey  
Owner  
147 Huse Rd  
Mailing Address

Phone #: (603) 860-0846 Date: 12-3-20





**TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:**

I/we, Judy A. Gannon, the  
*Name(s)*

owner(s) of the real estate abutting upon 150 Eve St  
*Street Address*

Manchester, NH 03104  
*Zip Code*

Description (including footage): Curbing along  
Eve St. approx. 100 feet  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Judy A. Gannon  
*Owner*

150 Eve St, Manchester, NH  
*Mailing Address* 03104

Phone #: 603) 860 7755 Date: Jan 3, 2021



*Sharon Y. Wickens*  
*Interim Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

January 8, 2021

Committee on Accounts, Enrollment & Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving and recovery loan accounts.

Respectfully submitted,

Sharon Y. Wickens  
Interim Finance Officer

Enc.

**REVOLVING & RECOVERY LOANS**  
1/8/2021

Loan #	Revolving Loan - City	Original Loan Date	Original Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$90,804.61	\$0.00	
2	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$23,706.42	\$0.00	
3	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$12,601.35	\$0.00	
4	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$22,200.47	\$0.00	
5	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$26,297.39	\$0.00	
SUMMARY NOTES:							
Loans 1 thru 4 - Status current and in good standing.							
Loan 5 - 30 days past due.							

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
6	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$76,112.02	\$290.28	
7	Ancient Fire Mead & Cider	12/7/2017	12/15/2022	\$50,000.00	\$23,612.39	\$98.38	
8	To Share Brewing Company	6/28/2018	7/15/2023	\$40,000.00	\$24,323.05	\$126.68	
9	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$119,401.26	\$665.66	
10	Palace Theatre Trust	1/24/2019	10/1/2029	\$1,686,622.04	\$1,686,622.04	\$0.00	Interest calculated quarterly on outstanding principal amount due, per diem rate equal to 2% per annum
SUMMARY NOTES:							
Loans 6 thru 10 - Status current and in good standing.							

Loan #	Recovery Loans - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
11	JJD Central, LLC	7/23/2020	10/1/2023	\$15,000.00	\$13,784.06	\$22.97	
12	Manchester Acupuncture Studio	7/23/2020	10/1/2023	\$10,000.00	\$0.00	\$0.00 paid in full 1/8/2021	
13	Sawaya Enterprises, Inc	7/23/2020	7/15/2023	\$25,000.00	\$23,808.45	\$39.68	
SUMMARY NOTES:							
Loans 11 thru 13 - Status current and in good standing.							



*Sharon Y. Wickens  
Interim Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

January 8, 2021

Committee on Accounts, Enrollment & Revenue Administration  
c/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a list of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary outstanding receivables over 90 days totals \$927,364 out of \$2,029,821 billed. December's outstanding receivables totaled \$840,258 out of \$2,316,241 billed.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Enc.

**Summary of Accounts Receivable Over 90 Days  
by Department - with Previous Month's Comparative**

Total Receivables Over 90 Days	Dept Code	1/8/2021		12/4/2020	
		Over 90 Days		Over 90 Days	
Airport	25	\$	258,632.88	\$	317,942.22
EPD	27	\$	40.00	\$	40.00
Parking Department	52	\$	25,502.26	\$	22,066.29
Total Enterprise Funds		\$	284,175.14	\$	340,048.51
Central Fleet Management	23	\$	1,272.05	\$	1,272.05
Fire Department	30	\$	232,901.60	\$	232,744.05
Health Department	41	\$	72,502.74	\$	71,127.93
Highway	50, 51	\$	113,419.36	\$	112,343.67
Parks & Recreation	65	\$	7.57	\$	7.57
Police Department	33,34,35,36	\$	214,403.35	\$	74,031.93
Welfare Department	60	\$	8,682.60	\$	8,682.60
Total General Fund		\$	643,189.27	\$	500,209.80
Grand Totals		\$	927,364.41	\$	840,258.31
General Fund receivables over \$10,000 by customer					
Manchester Information Systems	33	\$	82,786.56	\$	-
Liberty Utilities	34	\$	17,559.51	\$	14,684.38
DPW	34	\$	42,397.13	\$	19,811.25
FEMA	30	\$	222,230.14	\$	222,230.14
FEMA	33	\$	38,602.93	\$	-
FEMA	41	\$	70,270.50	\$	70,270.50
FEMA	50	\$	39,884.50	\$	39,884.50
Corcoran Environmental	50	\$	24,182.43	\$	24,182.43
State of NH	50	\$	32,208.96	\$	32,208.96
Salter School of Nursing	52	\$	12,705.00	\$	-
Totals		\$	582,827.66	\$	423,272.16
Total General Fund receivables over 90 days less over \$10,000		\$	60,361.61	\$	76,937.64

Explanation of Charges  
Police - RMS Training  
Police - Extra Detail  
Police - Extra Detail  
FEMA Reimbursement - In-process  
FEMA Reimbursement - In-process  
FEMA Reimbursement - In-process  
FEMA Reimbursement - In-process  
Landfill Lease Payments - Refer to Solicitor  
State of NH Grants - In-process  
Parking - Payment Expected



City of Manchester NH - Receivables  
Over 90 Days as of 1/8/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
23	2507	MANCHESTER HOUSING AUTH	\$ 3,323.16	\$ 2,885.58	\$ -	\$ -	\$ -	\$ 437.58
23	17451	RYAN, MICHAEL	\$ 834.47	\$ -	\$ -	\$ -	\$ -	\$ 834.47
<b>23 - CENTRAL FLEET TOTALS</b>			<b>\$ 4,157.63</b>	<b>\$ 2,885.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,272.05</b>
25	3814	BAE SYSTEMS	\$ 360.00	\$ 180.00	\$ -	\$ -	\$ -	\$ 180.00
25	19517	DELTA GLOBAL SERVICES-D	\$ 110.00	\$ 70.00	\$ -	\$ -	\$ -	\$ 40.00
25	7519	DOT-FAA/TSA-AMZ-110	\$ 134,170.00	\$ -	\$ -	\$ 39,370.00	\$ 19,050.00	\$ 75,750.00
25	19916	DTG OPERATIONS, INC	\$ 5,137.84	\$ 1,284.46	\$ -	\$ 1,284.46	\$ 1,284.46	\$ 1,284.46
25	22188	DTG OPERATIONS, INC (TH	\$ 694.90	\$ -	\$ -	\$ -	\$ -	\$ 694.90
25	20658	ENDEAVOR AIR	\$ 3,201.51	\$ -	\$ -	\$ -	\$ -	\$ 3,201.51
25	5157	HMSHOST CORPORATION	\$ 33,726.05	\$ 6,510.42	\$ -	\$ 8,258.94	\$ 6,058.99	\$ 12,897.70
25	33266	LEGACY AIRWAYS, LLC	\$ 11,798.54	\$ 3,725.86	\$ -	\$ 3,311.87	\$ 2,483.90	\$ 2,276.91
25	31117	PAULY, DOUGLAS	\$ 270.00	\$ -	\$ -	\$ 135.00	\$ -	\$ 135.00
25	27195	SKYWEST	\$ 915.17	\$ -	\$ -	\$ -	\$ -	\$ 915.17
25	4001	STATE GRANTS	\$ 250.99	\$ -	\$ -	\$ -	\$ -	\$ 250.99
25	4053	UNITED AIRLINES	\$ 356,616.08	\$ 65,203.28	\$ -	\$ 65,203.28	\$ 65,203.28	\$ 161,006.24
<b>25 - AIRPORT TOTALS</b>			<b>\$ 547,251.08</b>	<b>\$ 76,974.02</b>	<b>\$ -</b>	<b>\$ 117,563.55</b>	<b>\$ 94,080.63</b>	<b>\$ 258,632.88</b>
27	10064	SERVPRO OF MANCHESTER/D	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ 40.00
<b>27 - EPD TOTALS</b>			<b>\$ 40.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40.00</b>
30	28454	300 GAY ST ACQUISITION	\$ 1,716.75	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 636.75
30	16889	323 CONCORD STREET, LLC	\$ 679.06	\$ 540.00	\$ -	\$ -	\$ -	\$ 139.06
30	30122	79 CARL DR. REALTY, LLC	\$ 2,724.30	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,644.30
30	33014	AGREE LIMITED PARTNERSH	\$ 830.25	\$ 548.10	\$ -	\$ 4.05	\$ 4.05	\$ 274.05
30	32903	AT&T	\$ 109.00	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 103.00
30	30102	BT PROPERTY LLC	\$ 1,620.00	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 540.00
30	32930	CENTURY LINK	\$ 104.50	\$ -	\$ -	\$ -	\$ 1.50	\$ 103.00
30	2748	CVS ASSET PROTECTION SV	\$ 4,320.00	\$ 2,700.00	\$ -	\$ -	\$ -	\$ 1,620.00
30	8132-30	FEMA	\$ 222,230.14	\$ -	\$ -	\$ -	\$ -	\$ 222,230.14
30	7901	FERNANDO HILARION	\$ 540.00	\$ -	\$ -	\$ -	\$ -	\$ 540.00
30	7966	HARVEY INDUSTRIES	\$ 564.30	\$ -	\$ -	\$ -	\$ -	\$ 564.30
30	12818	JUNE SEVENTH LLC	\$ 2,160.00	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 1,080.00
30	30113	LEROCQUE, KRISTINE	\$ 1,350.00	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 270.00
30	27000	LRNCT LLC	\$ 2,415.00	\$ 63.00	\$ -	\$ 31.50	\$ 31.50	\$ 2,289.00
30	17580	MAHMOTORIC, MUHAREM	\$ 1,620.00	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 540.00
30	33051	RYDER TRUCK RENTAL	\$ 775.14	\$ 546.76	\$ -	\$ 3.38	\$ -	\$ 225.00
30	16677	SUNBELT RENTALS	\$ 104.50	\$ -	\$ -	\$ -	\$ 1.50	\$ 103.00
<b>30 - FIRE TOTALS</b>			<b>\$ 243,862.94</b>	<b>\$ 10,880.86</b>	<b>\$ -</b>	<b>\$ 40.43</b>	<b>\$ 40.05</b>	<b>\$ 232,901.60</b>
33	21994	CELLULAR FREEDOM, INC	\$ 23.92	\$ 1.64	\$ -	\$ 0.32	\$ 0.32	\$ 21.64
33	24764	EZ APPLE REPAIRS PAWN L	\$ 1.36	\$ -	\$ -	\$ -	\$ -	\$ 1.36

City of Manchester NH - Receivables  
Over 90 Days as of 1/8/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
33	8132-33	FEMA	\$ 44,702.62	\$ -	\$ -	\$ -	\$ 6,099.69	\$ 38,602.93
33	19086	GOOD STILL	\$ 736.86	\$ -	\$ -	\$ 9.58	\$ 9.58	\$ 717.70
33	40	MANCHESTER INFORMATION	\$ 98,252.96	\$ 12,562.00	\$ -	\$ -	\$ 2,904.40	\$ 82,786.56
33	2521	MANCHESTER POLICE DEPT	\$ 12,728.81	\$ 2,259.18	\$ -	\$ 1,686.59	\$ 7,654.44	\$ 1,128.60
33	19186	US GOLD & DIAMOND EXCHA	\$ 665.24	\$ 362.53	\$ -	\$ -	\$ 98.00	\$ 204.71
34	32754	ATLANTIC PAVING	\$ 4,075.75	\$ -	\$ -	\$ -	\$ -	\$ 4,075.75
34	30650	CONSOLIDATED COMMUNICAT	\$ 2,548.08	\$ 2,218.13	\$ -	\$ -	\$ -	\$ 329.95
34	29314	DUBOIS TREE	\$ 514.75	\$ 276.75	\$ -	\$ -	\$ -	\$ 238.00
34	10987	ERNIE'S EXCAVATION	\$ 8,730.46	\$ 4,443.38	\$ -	\$ 307.50	\$ 1,537.51	\$ 2,442.07
34	32878	FRIENDS OF ANDREW YANG	\$ 476.00	\$ -	\$ -	\$ -	\$ -	\$ 476.00
34	32541	KNIGHTS EXCAVATION	\$ 855.50	\$ -	\$ -	\$ -	\$ -	\$ 855.50
34	18609	LIBERTY UTILITIES, INC	\$ 49,707.15	\$ 27,166.14	\$ -	\$ -	\$ 4,981.50	\$ 17,559.51
34	3040	MALL OF NEW HAMPSHIRE	\$ 4,912.00	\$ 4,674.00	\$ -	\$ -	\$ -	\$ 238.00
34	2545	MANCHESTER FACILITIES D	\$ 246.00	\$ -	\$ -	\$ -	\$ -	\$ 246.00
34	2539	MANCHESTER HIGHWAY DEPT	\$ 73,823.63	\$ 922.50	\$ -	\$ 8,271.75	\$ 22,232.25	\$ 42,397.13
34	32934	MANCHESTER KIDNEY CENTE	\$ 2,142.00	\$ -	\$ -	\$ -	\$ -	\$ 2,142.00
34	5647	MCGARVEYS SALOON	\$ 258.00	\$ -	\$ -	\$ -	\$ -	\$ 258.00
34	23905	MEARS CONSTRUCTION	\$ 952.00	\$ -	\$ -	\$ -	\$ -	\$ 952.00
34	17616	NBC NEWS	\$ 7,140.00	\$ -	\$ -	\$ -	\$ -	\$ 7,140.00
34	33062	NEWMANS EXCAVATION	\$ 246.00	\$ -	\$ -	\$ -	\$ -	\$ 246.00
34	2213	OUR LADY OF CEDARS CHUR	\$ 297.50	\$ -	\$ -	\$ -	\$ -	\$ 297.50
34	64	SCHOOL ADMINISTRATIVE U	\$ 238.00	\$ -	\$ -	\$ -	\$ -	\$ 238.00
34	23700	SIEMENS	\$ 476.00	\$ -	\$ -	\$ -	\$ -	\$ 476.00
34	9601	SIGN GALLERY	\$ 327.25	\$ -	\$ -	\$ -	\$ -	\$ 327.25
34	32889	SIRIUS XM	\$ 1,071.00	\$ -	\$ -	\$ -	\$ -	\$ 1,071.00
34	15338	TD BANK	\$ 3,536.25	\$ -	\$ -	\$ -	\$ -	\$ 3,536.25
34	26740	TWIN STATE UTILITIES	\$ 638.00	\$ -	\$ -	\$ -	\$ -	\$ 638.00
34	29057	VERACITY CONSTRUCTION	\$ 1,497.70	\$ 7.88	\$ -	\$ 3.94	\$ 3.94	\$ 1,481.94
34	10381	WALMART	\$ 2,722.00	\$ 1,722.00	\$ -	\$ -	\$ -	\$ 1,000.00
34	24304	WHISKEY'S 20	\$ 1,290.00	\$ -	\$ -	\$ -	\$ -	\$ 1,290.00
34	3165	WMUR	\$ 3,504.25	\$ 2,552.25	\$ -	\$ -	\$ -	\$ 952.00
35	32548	AAA	\$ 11.35	\$ 0.30	\$ -	\$ 0.15	\$ 0.15	\$ 10.75
35	30778	BELLANTI, MICHAEL	\$ 13.90	\$ 0.30	\$ -	\$ 0.15	\$ 0.15	\$ 13.30
35	17349	BOYLE, SHAUGHNESSY & CA	\$ 0.15	\$ -	\$ -	\$ -	\$ -	\$ 0.15
35	31021	CLAIMS MANAGEMENT RESOU	\$ 0.15	\$ -	\$ -	\$ -	\$ -	\$ 0.15
35	16984	GEICO BF/NJ CLAIMS	\$ 11.80	\$ 0.30	\$ -	\$ 0.15	\$ 0.15	\$ 11.20
35	20156	INJURY LAW CENTER	\$ 0.45	\$ -	\$ -	\$ -	\$ -	\$ 0.45
<b>33, 34, 35, &amp; 36 - POLICE TOTALS</b>			<b>\$ 329,374.84</b>	<b>\$ 59,169.28</b>	<b>\$ -</b>	<b>\$ 10,280.13</b>	<b>\$ 45,522.08</b>	<b>\$ 214,403.35</b>



City of Manchester NH - Receivables  
Over 90 Days as of 1/8/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
41	28345	COMMUNITY HEALTH ACCESS	\$ 5,029.58	\$ 4,067.21	\$ -	\$ -	\$ -	\$ 962.37
41	8132-41	FEMA	\$ 70,270.50	\$ -	\$ -	\$ -	\$ -	\$ 70,270.50
41	33077	NETWORK4HEALTH	\$ 1,269.87	\$ -	\$ -	\$ -	\$ -	\$ 1,269.87
<b>41 - HEALTH TOTALS</b>			<b>\$ 76,569.95</b>	<b>\$ 4,067.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72,502.74</b>
50	8018	AHRENT, JEFFREY	\$ 269.38	\$ -	\$ -	\$ -	\$ -	\$ 269.38
50	32661	ANNIELYS, SEDA	\$ 34.25	\$ -	\$ -	\$ -	\$ -	\$ 34.25
50	32051	ASPROGIANNIS, STYLIANOS	\$ 82.04	\$ -	\$ -	\$ -	\$ -	\$ 82.04
50	32987	AVELLA, MICHAEL	\$ 18.55	\$ 0.52	\$ -	\$ 0.26	\$ -	\$ 17.51
50	32988	BALDIZAN, FRANK	\$ 337.50	\$ -	\$ -	\$ -	\$ -	\$ 337.50
50	32989	BASHIR, REFAAT	\$ 84.65	\$ 2.36	\$ -	\$ 1.18	\$ -	\$ 79.93
50	32206	BASSETT, SHANNA	\$ 277.97	\$ -	\$ -	\$ -	\$ -	\$ 277.97
50	3321	BEAULIEU LINDQUIST REAL	\$ 1.57	\$ -	\$ -	\$ -	\$ -	\$ 1.57
50	32489	BEDDINGTON, LINDA	\$ 29.26	\$ -	\$ -	\$ -	\$ -	\$ 29.26
50	32376	BELMAIN, AMBER	\$ 8.74	\$ -	\$ -	\$ -	\$ -	\$ 8.74
50	18675	BIRCH HILL TERRACE	\$ 8.54	\$ -	\$ -	\$ -	\$ -	\$ 8.54
50	32530	BLACK WATER FIRE PROTEC	\$ 126.25	\$ -	\$ -	\$ -	\$ -	\$ 126.25
50	32123	BRACCIO, ZENANDRE S.	\$ 193.84	\$ -	\$ -	\$ -	\$ -	\$ 193.84
50	32585	BROWN, JEREMY	\$ 12.54	\$ -	\$ -	\$ -	\$ -	\$ 12.54
50	31636	BUZZELL, JAMES	\$ 86.14	\$ -	\$ -	\$ -	\$ -	\$ 86.14
50	32642	CABALLERY CONSTRUCTION	\$ 53.81	\$ -	\$ -	\$ -	\$ -	\$ 53.81
50	30199	CASIANO, ANTHONY	\$ 115.64	\$ -	\$ -	\$ -	\$ -	\$ 115.64
50	32868	CHENEVERT, PATTI	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ 80.00
50	32286	COLON, JOSE	\$ 69.27	\$ -	\$ -	\$ -	\$ -	\$ 69.27
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	\$ -	\$ -	\$ -	\$ -	\$ 24,182.43
50	32757	CORCORAN, JEFFREY	\$ 27.75	\$ -	\$ -	\$ -	\$ -	\$ 27.75
50	31952	CUMMINGS, STEPHEN	\$ 73.16	\$ -	\$ -	\$ -	\$ -	\$ 73.16
50	32758	CYR, SYNDEE	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
50	11068	DEBRIS DOCTORS, LLC	\$ 3.29	\$ -	\$ -	\$ -	\$ -	\$ 3.29
50	33023	DELISLE, VIVIAN	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
50	33007	DENIS, NICOLE	\$ 18.55	\$ 0.52	\$ -	\$ 0.26	\$ -	\$ 17.51
50	31953	DESJARLAIS, STEPHEN	\$ 51.22	\$ -	\$ -	\$ -	\$ -	\$ 51.22
50	28282	DICAMPO, MARK C.	\$ 7.62	\$ -	\$ -	\$ -	\$ -	\$ 7.62
50	32669	DONOVAN, ADAM	\$ 0.15	\$ -	\$ -	\$ -	\$ -	\$ 0.15
50	28287	DOUGLAS, THOMAS	\$ 18.60	\$ -	\$ -	\$ -	\$ -	\$ 18.60
50	32536	DROUIN, JOHN	\$ 141.10	\$ -	\$ -	\$ -	\$ -	\$ 141.10
50	7031	DUPONT, PIERRE	\$ 0.34	\$ -	\$ -	\$ -	\$ -	\$ 0.34
50	30213	DUTCH, JEFFREY	\$ 43.10	\$ -	\$ -	\$ -	\$ -	\$ 43.10
50	32980	EASTMAN, CASSANDRA	\$ 23.90	\$ 0.66	\$ -	\$ 0.33	\$ -	\$ 22.58



City of Manchester NH - Receivables  
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TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	31144	EAVES, JOSHUA	\$ 44.20	\$ -	\$ -	\$ -	\$ -	\$ 44.20
50	32524	EVERGREEN MANAGEMENT GR	\$ 555.05	\$ 553.65	\$ -	\$ -	\$ -	\$ 1.40
50	3127	EVERSOURCE	\$ 37.47	\$ 17.61	\$ -	\$ -	\$ -	\$ 19.86
50	8132-50	FEMA	\$ 39,884.50	\$ -	\$ -	\$ -	\$ -	\$ 39,884.50
50	28837	FITZGERALD, RYAN	\$ 62.08	\$ -	\$ -	\$ -	\$ -	\$ 62.08
50	33021	FOURNIER, NOAH	\$ 133.02	\$ 3.76	\$ -	\$ 1.88	\$ 1.88	\$ 125.50
50	32675	FREEMAN, JOE	\$ 109.95	\$ -	\$ -	\$ -	\$ -	\$ 109.95
50	32192	FURMAN, DAVID	\$ 82.29	\$ -	\$ -	\$ -	\$ -	\$ 82.29
50	32348	GADSBY, DAVID	\$ 64.90	\$ -	\$ -	\$ -	\$ -	\$ 64.90
50	32935	GAGNON, JAMES	\$ 41.98	\$ 1.16	\$ -	\$ 0.58	\$ 0.58	\$ 39.66
50	31599	GAUDET, SCOTT J.	\$ 66.65	\$ -	\$ -	\$ -	\$ -	\$ 66.65
50	31031	GAW, ADAM K.	\$ 192.74	\$ -	\$ -	\$ -	\$ -	\$ 192.74
50	29447	GIBNEY, JOSEPH	\$ 42.30	\$ -	\$ -	\$ -	\$ -	\$ 42.30
50	27612	GILES, JOSHUA	\$ 374.39	\$ -	\$ -	\$ -	\$ -	\$ 374.39
50	31954	GINGRAS, ROBERTA	\$ 194.50	\$ -	\$ -	\$ -	\$ -	\$ 194.50
50	3148	HANOVER HILL SIDING	\$ 0.39	\$ -	\$ -	\$ -	\$ -	\$ 0.39
50	30200	HANSON, MICHAEL THOMAS	\$ 44.22	\$ -	\$ -	\$ -	\$ -	\$ 44.22
50	31053	HENDRICKS, JAMES	\$ 16.84	\$ -	\$ -	\$ -	\$ -	\$ 16.84
50	25408	HERRON, DUSTIN	\$ 26.58	\$ -	\$ -	\$ -	\$ -	\$ 26.58
50	31533	HILARY, HENRY	\$ 23.42	\$ -	\$ -	\$ -	\$ -	\$ 23.42
50	32370	HINSE, BRYAN	\$ 219.90	\$ -	\$ -	\$ -	\$ -	\$ 219.90
50	11438	HOOKSETT PAVING CO	\$ 12.25	\$ -	\$ -	\$ -	\$ -	\$ 12.25
50	33110	INOA, ALEX	\$ 5.16	\$ 0.16	\$ -	\$ -	\$ -	\$ 5.00
50	32936	IRWIN, MICHAEL	\$ 1.26	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 0.42
50	32516	JACOME, AUGUSTUS	\$ 75.15	\$ -	\$ -	\$ -	\$ -	\$ 75.15
50	33109	JALBERT, BRIAN	\$ 49.44	\$ 1.44	\$ -	\$ -	\$ -	\$ 48.00
50	32983	JENSEN, AMY	\$ 41.10	\$ 1.14	\$ -	\$ 0.57	\$ 0.57	\$ 38.82
50	32676	KARGBO, ALHAJI	\$ 64.90	\$ -	\$ -	\$ -	\$ -	\$ 64.90
50	32255	KHAN, CHOUDHARY	\$ 1.58	\$ -	\$ -	\$ -	\$ -	\$ 1.58
50	32256	KRAUS, CARL	\$ 47.54	\$ -	\$ -	\$ -	\$ -	\$ 47.54
50	32666	LABRECQUE, PAUL	\$ 43.26	\$ -	\$ -	\$ -	\$ -	\$ 43.26
50	32505	LANDRY, BRANDON	\$ 26.72	\$ -	\$ -	\$ -	\$ -	\$ 26.72
50	32945	LANOIE, JON	\$ 28.59	\$ 0.78	\$ -	\$ 0.39	\$ 0.39	\$ 27.03
50	32482	LECLERC, LELAND	\$ 39.80	\$ -	\$ -	\$ -	\$ -	\$ 39.80
50	31052	LEMONS, KEVIN	\$ 71.10	\$ -	\$ -	\$ -	\$ -	\$ 71.10
50	18609-50	LIBERTY UTILITIES, INC	\$ 35,621.00	\$ 33,007.35	\$ -	\$ 12.14	\$ 105.75	\$ 2,495.76
50	17579	LODI TRUST	\$ 56.83	\$ -	\$ -	\$ -	\$ -	\$ 56.83
50	32483	LOGIACCCO, FRANCESCO	\$ 13.33	\$ -	\$ -	\$ -	\$ -	\$ 13.33

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TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	24278	LOGICO PROPERTIES, LLC	\$ 1.18	\$ -	\$ -	\$ -	\$ -	\$ 1.18
50	28432	LUCERO, JEFFREY	\$ 61.16	\$ -	\$ -	\$ -	\$ -	\$ 61.16
50	32283	MACDONALD, STANLEY	\$ 311.91	\$ 7.46	\$ -	\$ 3.73	\$ -	\$ 296.99
50	2545-50	MANCHESTER FACILITIES D	\$ 254.00	\$ -	\$ -	\$ -	\$ -	\$ 254.00
50	11485	MANCHESTER PARKING DIVI	\$ 664.67	\$ -	\$ -	\$ -	\$ -	\$ 664.67
50	2572	MANCHESTER TRANSIT AUTH	\$ 425.12	\$ -	\$ -	\$ -	\$ -	\$ 425.12
50	2557	MANCHESTER WATER WORKS	\$ 181,796.67	\$ 162,880.35	\$ -	\$ 5,645.12	\$ 9,961.37	\$ 3,309.83
50	32522	MAROTTO, DAVID	\$ 103.35	\$ -	\$ -	\$ -	\$ -	\$ 103.35
50	32778	MARSH, KELLY	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00
50	32385	MARTINEZ, CHRISTINE	\$ 85.01	\$ -	\$ -	\$ -	\$ -	\$ 85.01
50	21532	MCCORMACK, BRYAN	\$ 227.56	\$ -	\$ -	\$ -	\$ -	\$ 227.56
50	8659	MCLAURIN ENTERPRISE	\$ 48.98	\$ -	\$ -	\$ -	\$ 16.69	\$ 32.29
50	32977	MEDIC, MELIHA	\$ 1.47	\$ -	\$ -	\$ -	\$ -	\$ 1.47
50	16490	METROPOLIS PROPERTY MAN	\$ 1.02	\$ -	\$ -	\$ -	\$ -	\$ 1.02
50	21692	MILL CITY ENERGY MICHAEL	\$ 3.13	\$ -	\$ -	\$ -	\$ -	\$ 3.13
50	31641	MILTNER, ERIC	\$ 27.40	\$ -	\$ -	\$ -	\$ -	\$ 27.40
50	32960	MOORE, BRUCE	\$ 49.58	\$ 1.36	\$ -	\$ 0.68	\$ -	\$ 46.86
50	32942	PERKINS, JOHN	\$ 0.18	\$ -	\$ -	\$ -	\$ -	\$ 0.18
50	11819	PETERSON, JAMES	\$ 108.54	\$ -	\$ -	\$ -	\$ -	\$ 108.54
50	30072	PIERSON, JASON	\$ 48.44	\$ -	\$ -	\$ -	\$ -	\$ 48.44
50	29310	POLTACK, GARRETT	\$ 98.00	\$ -	\$ -	\$ -	\$ -	\$ 98.00
50	31767	PRUSUTAM, NEPAL	\$ 119.26	\$ -	\$ -	\$ -	\$ -	\$ 119.26
50	33022	RAFAT, KAREEM	\$ 12.72	\$ 0.36	\$ -	\$ 0.18	\$ 0.18	\$ 12.00
50	30809	RAYMOND, JAMES	\$ 61.88	\$ -	\$ -	\$ -	\$ -	\$ 61.88
50	32269	ROBICHAUD, DENNIS	\$ 115.46	\$ -	\$ -	\$ -	\$ -	\$ 115.46
50	31187	ROBINSON, JOSHUA	\$ 151.79	\$ -	\$ -	\$ -	\$ -	\$ 151.79
50	32411	ROCKWELL, DANA	\$ 0.36	\$ -	\$ -	\$ -	\$ -	\$ 0.36
50	7617	RONDEAU DEVELOPMENT, LL	\$ 153.88	\$ 4.18	\$ -	\$ 2.09	\$ 2.09	\$ 145.52
50	25009	ROTO-ROOTER OF NH	\$ 598.34	\$ 367.83	\$ -	\$ 203.00	\$ -	\$ 27.51
50	32908	RUIZ, JORGE	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ 180.00
50	31009	SAFARI CONSTRUCTION MGM	\$ 5.25	\$ -	\$ -	\$ -	\$ -	\$ 5.25
50	32911	SALAMANCA, JESUS	\$ 166.25	\$ -	\$ -	\$ -	\$ -	\$ 166.25
50	32997	SAMPLE, JOSEPH R.	\$ 139.10	\$ 3.04	\$ -	\$ 1.52	\$ 1.52	\$ 133.02
50	29629	SANDBURY, NATHAN	\$ 246.20	\$ -	\$ -	\$ -	\$ -	\$ 246.20
50	29448	SCHUNEMANN, DAVID	\$ 92.55	\$ -	\$ -	\$ -	\$ -	\$ 92.55
50	32478	SCI EXCAVATING LLC.	\$ 8,110.40	\$ 6,933.42	\$ -	\$ 16.71	\$ 16.71	\$ 1,143.56
50	32401	SEGLAH, CLEMENCE	\$ 1.16	\$ -	\$ -	\$ -	\$ -	\$ 1.16
50	32909	SHABAKA, SHERIF	\$ 77.00	\$ -	\$ -	\$ -	\$ -	\$ 77.00



City of Manchester NH - Receivables  
Over 90 Days as of 1/8/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	32962	SHEGANI, ALBI	\$ 28.59	\$ 0.78	\$ -	\$ 0.39	\$ -	\$ 27.03
50	32741	SILVENT, JOHN	\$ 70.85	\$ -	\$ -	\$ -	\$ -	\$ 70.85
50	8277	ST CYR, JOSEPH	\$ 4.58	\$ -	\$ -	\$ -	\$ 1.76	\$ 2.82
50	6633	ST PETERS HOME	\$ 586.00	\$ -	\$ -	\$ 50.75	\$ 339.50	\$ 195.75
50	4091	STATE OF NEW HAMPSHIRE	\$ 424,132.27	\$ 264,401.72	\$ -	\$ 113,768.40	\$ 13,753.19	\$ 32,208.96
50	8041	SYKES, WILLIAM	\$ 0.25	\$ -	\$ -	\$ -	\$ -	\$ 0.25
50	32746	TIERNEY, DOUGLAS	\$ 35.27	\$ -	\$ -	\$ -	\$ -	\$ 35.27
50	31855	TOSADO-NIEVES, PABLO	\$ 107.25	\$ -	\$ -	\$ -	\$ -	\$ 107.25
50	32480	TURSKI, TODD	\$ 100.47	\$ 2.56	\$ -	\$ 1.28	\$ -	\$ 95.35
50	29627	TWIN STATE PROP. MAINT	\$ 166.16	\$ -	\$ -	\$ -	\$ -	\$ 166.16
50	19620	VEILLEUX, DAVID	\$ 86.23	\$ 2.23	\$ -	\$ 19.25	\$ -	\$ 64.75
50	32570	WEARE, DAVID	\$ 0.26	\$ -	\$ -	\$ -	\$ -	\$ 0.26
50	28289	WHITEMAN, LACY	\$ 6.44	\$ -	\$ -	\$ -	\$ -	\$ 6.44
50	28777	WORSLEY, MICHAEL K	\$ 9.64	\$ -	\$ -	\$ -	\$ -	\$ 9.64
50	33073	YADANI	\$ 5.24	\$ 0.16	\$ -	\$ 0.08	\$ -	\$ 5.00
50	31030	YOUNG, DAVID	\$ 34.18	\$ -	\$ -	\$ -	\$ -	\$ 34.18
50	27869	YOUNG, NOAH C	\$ 230.70	\$ -	\$ -	\$ -	\$ -	\$ 230.70
50	32947	ZENANDRE, BRACCIO	\$ 175.52	\$ 4.84	\$ -	\$ 2.42	\$ -	\$ 165.84
50	32407	ZLOTRG, ALDIN	\$ 197.75	\$ -	\$ -	\$ -	\$ -	\$ 197.75
51	32509	CCMSI	\$ 3.35	\$ -	\$ -	\$ -	\$ -	\$ 3.35
<b>50 &amp; 51 - HIGHWAY TOTALS</b>			<b>\$ 725,567.50</b>	<b>\$ 468,201.82</b>	<b>\$ -</b>	<b>\$ 119,733.40</b>	<b>\$ 24,212.92</b>	<b>\$ 113,419.36</b>
52	26464	ANDERSON, MELISSA	\$ 120.90	\$ -	\$ -	\$ -	\$ -	\$ 120.90
52	31834	ANDREW, CLAUS J.	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	27681	BENOIT, JESSICA	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	15146	BERGERON, ROLAND	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	29008	BLUER, JOSHUA	\$ 111.66	\$ -	\$ -	\$ -	\$ -	\$ 111.66
52	29663	BRASWELL, LAKEISHA	\$ 110.63	\$ -	\$ -	\$ -	\$ -	\$ 110.63
52	31542	BYRNE, KAREN	\$ 113.32	\$ -	\$ -	\$ -	\$ -	\$ 113.32
52	25382	CALIFARNO, SHARON	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	16680	CAVANAUGH, TIFFANY	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	31896	CHEDDAR & RYE	\$ 443.32	\$ 221.67	\$ -	\$ 110.00	\$ 110.00	\$ 1.65
52	23588	CONSTANT, RYAN	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00
52	12388	COZZENS, MARY	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	27683	CROWLEY, BRIAN	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	29721	CRUZ, ZAMAIRA	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	31099	CURTIS, RICKY	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	32517	DANDI PRODUCTS	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	27905	DEFABIO, DEBRA	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00

City of Manchester NH - Receivables  
Over 90 Days as of 1/8/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	31157	DEKORNE, CATHERINE	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	30960	DIETER, DAVID	\$ 121.80	\$ -	\$ -	\$ -	\$ -	\$ 121.80
52	32201	DULCES BAKERY, LLC.	\$ 4.19	\$ 0.06	\$ -	\$ -	\$ -	\$ 4.13
52	27343	EMERSON, SAMANTHA	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	32969	FARGO, MICHAEL	\$ 225.81	\$ 2.49	\$ -	\$ 1.66	\$ 55.83	\$ 165.83
52	8132-52	FEMA	\$ 417.96	\$ -	\$ -	\$ -	\$ -	\$ 417.96
52	26745	FORREST TIMOTHY	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00
52	32561	GAINOR, EDWARD	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 150.00
52	32248	GALGANO, MICHAEL	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	25506	GARNEAU, MARK	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	20842	GRICE, THOMAS	\$ 113.32	\$ -	\$ -	\$ -	\$ -	\$ 113.32
52	13921	JANELLE, PETER	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	29554	JEBUR, DIYAR	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	31900	JOHNSON, ERIN N.	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	31169	JOHNSON, JASON	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	6384	JOHNSON, KAREN	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	32651	JUST, ASHLEY	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	30187	KEANE, EMILY	\$ 114.15	\$ -	\$ -	\$ -	\$ -	\$ 114.15
52	29525	KELLY, EDWARD	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	32249	LLAMA, FRANK III	\$ 111.66	\$ -	\$ -	\$ -	\$ -	\$ 111.66
52	29557	LORENA'S CANTINA	\$ 113.30	\$ -	\$ -	\$ -	\$ -	\$ 113.30
52	27481	LOURES, SAMANTHA	\$ 56.66	\$ -	\$ -	\$ -	\$ -	\$ 56.66
52	32787	MACLAUGHLIN, VICTORIA	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	32761	MADHUMITHA, GOKA	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	31989	MARTIN, MIRANDA	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	32287	MCCARTHY, JAMES	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	28527	MCKENZIE, BRANDON	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	30420	MCKINNEY, MONICA	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	32379	MGB DEVELOPMENT GROUP,	\$ 2,815.39	\$ 1,396.93	\$ -	\$ -	\$ 1,375.00	\$ 43.46
52	18259	MIDTOWN CAFE LLC.	\$ 167.05	\$ 121.38	\$ -	\$ -	\$ -	\$ 45.67
52	32764	MILLER, LEE	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
52	28520	MONTEAGUDO, YASBEL	\$ 167.36	\$ -	\$ -	\$ -	\$ -	\$ 167.36
52	29558	MORENO, CHRISTIAN	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	31723	NAZARALI, MILA	\$ 62.70	\$ -	\$ -	\$ -	\$ -	\$ 62.70
52	31297	OGLEBAY, MISSY	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00



City of Manchester NH - Receivables  
Over 90 Days as of 1/8/2021

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	18443	OTIS, MARK	\$ 55.00	\$ -	\$ -	\$ -	\$ -	\$ 55.00
52	26744	PACKARD, DEREK	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	32291	PALAZZO, ELIZABETH	\$ 220.00	\$ -	\$ -	\$ -	\$ -	\$ 220.00
52	32045	PALAZZOLA, JESSICA	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	32616	PAOLINI, LISA	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ 340.00
52	32183	PEREIRA, JUSTIN	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ 180.00
52	25578	PHILLIPS, MAGGIE	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ 340.00
52	32612	PRM-RGM, LLC	\$ 510.00	\$ -	\$ -	\$ -	\$ -	\$ 510.00
52	31427	PROVENCHER, EMILY	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	25565	PUGLISI, ALEXANDRA	\$ 425.00	\$ 170.00	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00
52	27051	RABEAH, SARMED	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	31830	RATCHFORD, ASHLEY	\$ 85.00	\$ -	\$ -	\$ -	\$ -	\$ 85.00
52	32282	RICE, PATRICIA	\$ 42.50	\$ -	\$ -	\$ -	\$ -	\$ 42.50
52	31786	RITCHE, JENNI	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ 180.00
52	19825	SALTER SCHOOL OF NURSIN	\$ 13,276.77	\$ 381.18	\$ -	\$ 127.06	\$ 63.53	\$ 12,705.00
52	32901	SEBA, APELETE CURTIS J	\$ 355.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 15.00
52	30169	SEWELL, JIMMY	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	30959	SOUCY, JOEL	\$ 510.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 170.00
52	29521	ST. JOHN, MARY	\$ 165.00	\$ -	\$ -	\$ -	\$ -	\$ 165.00
52	11528	STRANGE, KAT	\$ 190.80	\$ 2.70	\$ -	\$ 2.70	\$ 2.70	\$ 182.70
52	20625	STUART, MARK	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	32613	SUSLAK, BRIAN	\$ 510.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 170.00
52	26867	TOBIN, SHAWN	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	32341	TROIANI, GAYLE	\$ 60.90	\$ -	\$ -	\$ -	\$ -	\$ 60.90
52	31933	TSERONIS, ALEXANDRA	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	25595	TSERONIS, ERIN	\$ 255.00	\$ -	\$ -	\$ -	\$ -	\$ 255.00
52	4312	UNH-MANCHESTER	\$ 6,480.00	\$ 2,160.00	\$ -	\$ 1,080.00	\$ 1,080.00	\$ 2,160.00
<b>52 - PARKING TOTALS</b>			<b>\$ 35,157.15</b>	<b>\$ 4,966.41</b>	<b>\$ -</b>	<b>\$ 1,661.42</b>	<b>\$ 3,027.06</b>	<b>\$ 25,502.26</b>
60	8132-60	FEMA	\$ 8,682.60	\$ -	\$ -	\$ -	\$ -	\$ 8,682.60
<b>60 - WELFARE TOTALS</b>			<b>\$ 67,840.14</b>	<b>\$ 59,149.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,690.17</b>
65	3575	MANCHESTER REGIONAL YOU	\$ 59,157.54	\$ 59,149.97	\$ -	\$ -	\$ -	\$ 7.57
<b>65 - PARKS &amp; RECREATION TOTALS</b>			<b>\$ 59,157.54</b>	<b>\$ 59,149.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7.57</b>
<b>GRAND TOTALS</b>			<b>\$ 2,029,821.23</b>	<b>\$ 686,295.15</b>	<b>\$ -</b>	<b>\$ 249,278.93</b>	<b>\$ 166,882.74</b>	<b>\$ 927,364.41</b>

Submission for Solicitors Review  
Account in Collections

**City of Manchester - Accounts Receivable  
Submissions for Solicitor's Review**

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
5/8/2017	CE	Mateo, Ernesto B	24593	9988634	11/25/2015	\$ 1,145.00	\$ 1,145.00	\$ 206.16	\$ 1,351.16	\$500 Bail Payment Received 7/22/19
3/29/2018	CE	Ahmedamin, Sandra	29012	1011955	7/17/2017	\$ 1,150.00	\$ 1,150.00	\$ 86.25	\$ 1,236.25	Paying court approved \$50/month payment until full debt satisfied.
4/27/2018	CE	Panourgias, Maria	28332	1009337	5/12/2017	\$ 1,580.00	\$ 1,580.00	\$ 165.90	\$ 1,745.90	3/9/20 \$200 Overdue payment received.
2/6/2020	Fire	LRNCT, LLC	27000	1039590	8/16/2019	\$ 2,100.00	\$ 2,100.00	\$ 126.00	\$ 2,226.00	Paying court approved \$50/month payment until full debt satisfied.
	Highway	Corcoran Environmental	10626	Numerous Invoices	1/6/2010 - 6/28/2010	\$ 29,250.00	\$ 24,182.43	\$ -	\$ 24,182.43	10/7/20 In the process of negotiation with the account's counsel.
										Write-off recommend

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

## **To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the City's Monthly Financial Report (unaudited) for the first six months of fiscal year 2021, submitted by the Finance Director, has been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand", with a stylized flourish at the end.

Clerk of Committee



Sharon Y. Wickens  
Interim Finance Officer

## CITY OF MANCHESTER

### Finance Department

January 11, 2021

Committee on Accounts, Enrollment and Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first six months of fiscal year 2021.

#### Expenditures:

The average unobligated balance percentage after six months should be 50% as a benchmark. All departments are within 10% of this benchmark with the exception of City Clerk, Information Systems and Department of Public Works. The overall unobligated percentage after six months is 50.42% for 2021 compared to 48.03% a year ago. Health insurance costs for 2021 are trending under budget through December. A comparison of retirement payouts through December for FY 2021 and 2020 is as follows:

	2021	2020
Payments	\$ 1,107,991	\$ 973,638
Retirements		
Police	7	4
Fire	7	4
DPW	5	9
All Other	6	7
Total	25	24

The following amounts have been transferred from the FY 2021 Contingency Account as of 12/31/2020:

Original Budget	7/1/2020	1,571,979.00
Transfer for Splash Pad/Hunt Pool/Crystal Lake Summer Funding	7/7/2020	(26,902.00)
Transfer for Public Skating Positions	9/1/2020	(14,000.00)
Transfer for Planning Department for filling critical vacancies	10/6/2020	(45,000.00)
School Charter Commission completion fund transfer	10/6/2020	5,216.88
Transfer for DPW recycling contract approval	10/20/2020	(600,000.00)
Transfer to Police Department	11/17/2020	(200,000.00)
Revised Balance - posted		691,293.88

#### Revenues:

Revenues for the first six months of fiscal year 2021 are \$938 thousand higher than a year ago. State revenues are \$2.9 million higher than the same period a year ago primarily due to the State Municipal Aid. Auto registrations are \$108 thousand higher and school chargebacks are \$491 thousand higher. Offsetting the increases are lower building permits by \$1.3 million. This is primarily due to several large projects requiring building permits during the first and second quarter in FY20, a change to a new billing system for alarms, and the impact on business due to the COVID19 pandemic. Interest income is also down by \$302 thousand due to lower interest rates.

Sincerely,

Sharon Y. Wickens  
Interim Finance Officer



**CITY OF MANCHESTER  
NEW HAMPSHIRE**



**FINANCIAL REPORTS**

**FOR THE SIX MONTHS ENDED  
DECEMBER 31, 2020**

**UNAUDITED**

CITY OF MANCHESTER, NEW HAMPSHIRE  
PRELIMINARY FINANCIAL STATEMENTS  
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FOR THE SIX MONTHS ENDED DECEMBER 31, 2020  
(UNAUDITED)

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7	Parking Division Account Balances Fiscal Year 2021

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Six Months Ended December 31, 2020  
 (UNAUDITED)  
 Budget Basis  
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	FY 2021 MODIFIED BUDGET	FY 2021 OBLIGATIONS TO DATE	FY 2021 UNOBLIGATED BALANCE	FY 2021 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	655,902.00	314,264.35	341,637.65	52.09
CITY CLERK	1,022,852.00	557,276.86	465,575.14	45.52
CITY SOLICITOR	1,567,314.00	712,087.21	855,226.79	54.57
FINANCE	996,435.00	412,152.55	584,282.45	58.64
CENTRAL FLEET MANAGEMENT	3,394,961.00	1,565,533.52	1,829,427.48	53.89
INFORMATION SYSTEMS	1,786,787.00	1,124,646.95	662,140.05	37.06
MAYOR	239,156.00	106,299.57	132,856.43	55.55
OFFICE OF YOUTH SERVICES	623,414.00	289,056.52	334,357.48	53.63
HUMAN RESOURCES	775,267.00	319,556.55	455,710.45	58.78
PLANNING & COMMUNITY DEVELOPMENT	2,140,437.00	967,036.02	1,173,400.98	54.82
TAX COLLECTOR	657,558.00	317,995.38	339,562.62	51.64
FIRE	21,577,551.00	11,238,260.02	10,339,290.98	47.92
POLICE	27,576,629.00	13,325,161.75	14,251,467.25	51.68
HEALTH	3,048,884.00	1,198,131.30	1,850,752.70	60.70
DEPARTMENT OF PUBLIC WORKS	27,844,838.00	17,319,884.89	10,524,953.11	37.80
WELFARE	1,072,699.00	392,722.92	679,976.08	63.39
LIBRARY	2,079,487.00	1,033,723.67	1,045,763.33	50.29
SENIOR SERVICES	256,008.00	119,697.56	136,310.44	53.24
TOTAL AGENCIES	97,386,179.00	51,348,487.59	46,037,691.41	47.27
RESTRICTED ITEMS-				
WORKERS COMPENSATION - SALARY	684,000.00	192,527.75	491,472.25	71.85
WORKERS COMPENSATION - MEDICAL	1,683,654.00	1,397,308.91	286,345.09	17.01
HEALTH INSURANCE	11,813,720.00	5,374,014.48	6,439,705.52	54.51
DENTAL INSURANCE	712,791.00	316,490.77	396,300.23	55.60
DEATH BENEFIT	72,601.00	21,818.92	50,782.08	69.95
DISABILITY INSURANCE	61,821.00	19,639.81	42,181.19	68.23
CITY RETIREMENT	9,421,925.00	4,615,729.65	4,806,195.35	51.01
FIRE STATE PENSION	5,835,716.00	3,026,203.51	2,809,512.49	48.14
POLICE STATE PENSION	6,451,192.00	3,211,187.92	3,240,004.08	50.22
FICA	3,156,973.00	1,451,448.91	1,705,524.09	54.02
UNEMPLOYMENT	25,000.00	-	25,000.00	100.00
TUITION	50,000.00	20,943.80	29,056.20	58.11
CGL INSURANCE	1,000,000.00	473,358.67	526,641.33	52.66
TOTAL RESTRICTED ITEMS	40,969,393.00	20,120,673.10	20,848,719.90	50.89

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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Six Months Ended December 31, 2020  
 (UNAUDITED)  
 Budget Basis  
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	FY 2021 MODIFIED BUDGET	FY 2021 OBLIGATIONS TO DATE	FY 2021 UNOBLIGATED BALANCE	FY 2021 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	686,077.00	(5,216.88)	691,293.88	100.76
MPTS	452,033.00	452,033.00	-	-
CIVIC CONTRIBUTIONS	144,389.00	131,476.00	12,913.00	8.94
TRANSFER TO RESERVE ACCOUNT	1,850,000.00	1,850,000.00	-	-
NON-CITY PROGRAMS	74,563.00	74,563.48	(.48)	-
STREET LIGHTING	948,087.00	302,711.14	645,375.86	68.07
TRANSIT SUBSIDY	1,373,782.00	1,373,782.00	-	-
EMPLOYEE MEDICAL SERVICES	55,000.00	23,859.77	31,140.23	56.62
MATURING DEBT	11,863,203.00	1,865,500.90	9,997,702.10	84.27
INTEREST ON MATURING DEBT	5,349,442.00	2,355,318.68	2,994,123.32	55.97
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TOTAL NON-DEPARTMENTAL ITEMS	22,796,576.00	8,424,028.09	14,372,547.91	63.05
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TOTAL GENERAL FUND	\$ 161,152,148.00	\$ 79,893,188.78	\$ 81,258,959.22	50.42
	=====	=====	=====	=====

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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Six Months Ended December 31, 2019  
 (UNAUDITED)  
 Budget Basis  
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	FY 2020 MODIFIED BUDGET	FY 2020 OBLIGATIONS TO DATE	FY 2020 UNOBLIGATED BALANCE	FY 2020 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00	50.00
ASSESSORS	671,400.00	300,996.06	370,403.94	55.17
CITY CLERK	1,074,350.00	494,903.03	579,446.97	53.93
MEDO	151,768.00	62,383.75	89,384.25	58.90
CITY SOLICITOR	1,494,017.00	695,615.51	798,401.49	53.44
FINANCE	1,016,066.00	504,731.64	511,334.36	50.32
CENTRAL FLEET MANAGEMENT	3,301,515.00	1,543,203.88	1,758,311.12	53.26
INFORMATION SYSTEMS	1,786,772.00	989,073.20	797,698.80	44.64
MAYOR	235,784.00	115,382.22	120,401.78	51.06
OFFICE OF YOUTH SERVICES	597,076.00	277,210.87	319,865.13	53.57
HUMAN RESOURCES	880,267.00	378,256.66	502,010.34	57.03
PLANNING & COMMUNITY DEVELOPMENT	2,164,616.00	943,990.92	1,220,625.08	56.39
TAX COLLECTOR	594,283.00	285,762.27	308,520.73	51.91
FIRE	20,972,192.00	10,798,318.28	10,173,873.72	48.51
POLICE	26,249,079.00	13,065,851.27	13,183,227.73	50.22
HEALTH	2,966,686.00	1,245,397.53	1,721,288.47	58.02
DEPARTMENT OF PUBLIC WORKS	28,351,871.00	18,690,340.07	9,661,530.93	34.08
WELFARE	961,746.00	494,658.12	467,087.88	48.57
LIBRARY	2,073,657.00	1,053,248.00	1,020,409.00	49.21
SENIOR SERVICES	236,862.00	114,572.36	122,289.64	51.63
TOTAL AGENCIES	95,850,007.00	52,088,895.64	43,761,111.36	45.66
RESTRICTED ITEMS-				
WORKERS COMPENSATION - SALARY	976,456.89	469,291.50	507,165.39	51.94
WORKERS COMPENSATION - MEDICAL	2,532,333.58	1,460,819.66	1,071,513.92	42.31
HEALTH INSURANCE	12,359,707.02	6,654,704.34	5,705,002.68	46.16
DENTAL INSURANCE	496,431.49	358,877.08	137,554.41	27.71
DEATH BENEFIT	72,601.00	23,101.04	49,499.96	68.18
DISABILITY INSURANCE	62,151.00	20,620.48	41,530.52	66.82
CITY RETIREMENT	9,187,096.49	4,607,265.64	4,579,830.85	49.85
FIRE STATE PENSION	5,695,716.00	2,974,399.24	2,721,316.76	47.78
POLICE STATE PENSION	6,159,646.01	3,076,692.93	3,082,953.08	50.05
FICA	2,993,426.22	1,524,793.83	1,468,632.39	49.06
UNEMPLOYMENT	25,000.00	5,000.00	20,000.00	80.00
TUITION	50,000.00	36,876.33	13,123.67	26.25
CGL INSURANCE	1,191,862.82	540,303.92	651,558.90	54.67
TOTAL RESTRICTED ITEMS	41,802,428.52	21,752,745.99	20,049,682.53	47.96

2  
 1 OF 2

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Six Months Ended December 31, 2019  
 (UNAUDITED)  
 Budget Basis  
 QT2BUDNBN2

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	FY 2020 MODIFIED BUDGET	FY 2020 OBLIGATIONS TO DATE	FY 2020 UNOBLIGATED BALANCE	FY 2020 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	452,033.00	452,033.00	-	-
CONTINGENCY	35,000.00	25,000.00	10,000.00	28.57
CIVIC CONTRIBUTIONS	166,760.00	161,415.00	5,345.00	3.21
NON-CITY PROGRAMS	74,563.48	74,563.48	-	-
TRANSFER TO RESERVE ACCOUNTS	1,392,000.00	-	1,392,000.00	100.00
STREET LIGHTING	903,784.00	874,700.84	29,083.16	3.22
COMMUNITY IMPROVEMENT PROGRAM	1,632,757.00	90,000.00	1,542,757.00	94.49
TRANSIT SUBSIDY	1,273,947.00	1,273,947.00	-	-
EMPLOYEE MEDICAL SERVICES	55,000.00	24,368.79	30,631.21	55.69
MATURING DEBT	12,137,778.24	4,454,528.11	7,683,250.13	63.30
INTEREST ON MATURING DEBT	5,074,866.76	2,328,339.70	2,746,527.06	54.12
	-----			
TOTAL NON-DEPARTMENTAL ITEMS	23,198,489.48	9,758,895.92	13,439,593.56	57.93
	-----			
TOTAL GENERAL FUND	\$ 160,850,925.00	\$ 83,600,537.55	\$ 77,250,387.45	48.03
	=====			

2  
 2 OF 8

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Department - General Fund  
 Non-Property Tax Revenues  
 For The Six Months Ended December 31, 2020  
 (UNAUDITED)  
 Budget Basis  
 QT2REVAGEN

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	FY 2021 MODIFIED BUDGET	FY 2021 REVENUE RECOGNIZED	FY 2021 UNRECOGNIZED BALANCE	FY 2021 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	933,500.00	322,076.44	611,423.56	65.50
CITY CLERK	2,415,055.00	635,295.95	1,779,759.05	73.69
CITY SOLICITOR	681,317.00	359,138.00	322,179.00	47.29
FINANCE	8,247,281.00	4,413,909.42	3,833,371.58	46.48
INFORMATION SYSTEMS	205,000.00	10,000.00	195,000.00	95.12
HUMAN RESOURCES	6,000.00	6,033.61	(33.61)	(.56)
PLANNING & COMMUNITY DEVELOPMENT	3,196,000.00	1,436,069.77	1,759,930.23	55.07
TAX COLLECTOR	22,924,869.00	10,653,495.61	12,271,373.39	53.53
CENTRAL FLEET MANAGEMENT	45,000.00	29,837.78	15,162.22	33.69
FIRE	941,870.00	253,641.38	688,228.62	73.07
POLICE	1,218,308.00	204,138.40	1,014,169.60	83.24
HEALTH	2,638,657.00	721,931.92	1,916,725.08	72.64
DEPARTMENT OF PUBLIC WORKS	13,645,767.00	5,987,487.98	7,658,279.02	56.12
WELFARE	15,000.00	8,346.01	6,653.99	44.36
SENIOR SERVICES	4,500.00	-	4,500.00	100.00
TOTAL AGENCIES	\$ 57,118,124.00	\$ 25,041,402.27	\$ 32,076,721.73	56.16

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type - General Fund  
 Non-Property Tax Revenues  
 For The Six Months Ended December 31, 2020  
 (UNAUDITED)  
 Budget Basis  
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	21,140.00	30,285.98	(9,145.98)	(43.26)
INTEREST AND PENALTIES	670,000.00	393,606.72	276,393.28	41.25
CABLE FRANCHISE FEES	1,700,000.00	441,091.90	1,258,908.10	74.05
-----				
TOTAL TAXES, INTEREST AND PENALTIES	2,391,140.00	864,984.60	1,526,155.40	63.83
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	21,946,797.00	10,104,076.68	11,842,720.32	53.96
LICENSES	546,640.00	104,218.45	442,421.55	80.93
PERMITS	3,071,935.00	1,274,238.33	1,797,696.67	58.52
-----				
TOTAL LICENSES AND PERMITS	25,565,372.00	11,482,533.46	14,082,838.54	55.09
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	406,000.00	181,372.34	224,627.66	55.33
PAYMENTS IN LIEU OF TAXES	895,800.00	292,645.57	603,154.43	67.33
STATE REVENUES	5,525,193.00	4,312,608.60	1,212,584.40	21.95
-----				
TOTAL INTERGOVERNMENTAL	6,826,993.00	4,786,626.51	2,040,366.49	29.89
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	196,724.00	100,732.30	95,991.70	48.80
PUBLIC SAFETY	266,150.00	111,350.91	154,799.09	58.16
HIGHWAY	1,035,574.00	531,174.31	504,399.69	48.71
HEALTH	13,500.00	-	13,500.00	100.00
CEMETERY, PARKS & RECREATION	1,751,734.00	796,738.39	954,995.61	54.52
ZONING BOARD	69,000.00	36,781.00	32,219.00	46.69
PARKING VIOLATIONS	7,500.00	150.00	7,350.00	98.00
COURT FINES	9,000.00	1,255.64	7,744.36	86.05
OTHER FINES	-	6,100.00	(6,100.00)	-
FEES	1,171,345.00	411,702.31	759,642.69	64.85
WITNESS FEES	-	135.00	(135.00)	-
-----				
TOTAL SALES AND SERVICES	4,520,527.00	1,996,119.86	2,524,407.14	55.84
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	502,750.00	284,764.60	217,985.40	43.36
FUND TRANSFERS	2,856,195.00	-	2,856,195.00	100.00
REIMBURSEMENTS	3,125,550.00	1,256,896.41	1,868,653.59	59.79
RENTALS & LEASES	1,206,952.00	557,022.86	649,929.14	53.85
SCHOOL CHARGEBACKS	10,119,982.00	3,810,586.07	6,309,395.93	62.35
MISCELLANEOUS	2,663.00	1,867.90	795.10	29.86
-----				
TOTAL OTHER REVENUE SOURCES	17,814,092.00	5,911,137.84	11,902,954.16	66.82
-----				
TOTAL	\$ 57,118,124.00	\$ 25,041,402.27	\$ 32,076,721.73	56.16
=====				



City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues  
 For The Six Months Ended December 31, 2020  
 Modified Budget FY 2021  
 (UNAUDITED)  
 Budget Basis  
 QT2REVCOM1

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	ACTUAL FY 2020	MODIFIED BUDGET FY 21	DIFFERENCE ACTUAL 20 VS BUDGET 21	PERCENTAGE DIFFERENCE OF FY20 VS FY21
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	(2,014)	21,140	23,154	(1,149.65)
INTEREST AND PENALTIES	972,779	670,000	(302,779)	(31.13)
CABLE FRANCHISE FEES	1,757,127	1,700,000	(57,127)	(3.25)
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	2,727,892	2,391,140	(336,752)	(12.34)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	20,236,277	21,946,797	1,710,520	8.45
LICENSES	479,715	546,640	66,925	13.95
PERMITS	4,725,828	3,071,935	(1,653,893)	(35.00)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	25,441,820	25,565,372	123,552	.49
INTERGOVERNMENTAL				
FEDERAL REVENUES	239,640	406,000	166,360	69.42
PAYMENTS IN LIEU OF TAXES	895,764	895,800	36	-
STATE REVENUES	5,636,375	5,525,193	(111,182)	(1.97)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	6,771,779	6,826,993	55,214	.82
SALES AND SERVICES				
GENERAL REVENUES	304,654	196,724	(107,930)	(35.43)
PUBLIC SAFETY	248,262	266,150	17,888	7.21
HIGHWAY	1,065,841	1,035,574	(30,267)	(2.84)
HEALTH	4,640	13,500	8,860	190.95
CEMETERY, PARKS & RECREATION	1,596,975	1,751,734	154,759	9.69
ZONING BOARD	69,190	69,000	(190)	(.27)
PARKING VIOLATIONS	5,950	7,500	1,550	26.05
COURT FINES	7,350	9,000	1,650	22.45
OTHER FINES	13,250	-	(13,250)	(100.00)
FEES	1,161,304	1,171,345	10,041	.86
WITNESS FEES	14,452	-	(14,452)	(100.00)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	4,491,868	4,520,527	28,659	.64
OTHER REVENUE SOURCES				
INTEREST INCOME	883,308	502,750	(380,558)	(43.08)
FUND TRANSFERS	3,062,411	2,856,195	(206,216)	(6.73)
REIMBURSEMENTS	3,667,573	3,125,550	(542,023)	(14.78)
RENTALS & LEASES	766,271	1,206,952	440,681	57.51
SCHOOL CHARGEBACKS	9,088,194	10,119,982	1,031,788	11.35
MISCELLANEOUS	35,334	2,663	(32,671)	(92.46)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	17,503,091	17,814,092	311,001	1.78
	-----	-----	-----	-----
TOTAL	\$ 56,936,450	\$ 57,118,124	\$ 181,674	.32
	=====	=====	=====	=====

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City of Manchester, New Hampshire  
Budget vs Actual Revenue By Type -  
Non-Property Tax Revenues  
For The Six Months Ended December 31, 2020 and 2019  
(UNAUDITED)  
Budget Basis  
QT2REVCOM2

	6 MONTH ACTUAL FY 2020	6 MONTH ACTUAL FY 2021	DIFFERENCE ACTUAL 20 VS ACTUAL 21	PERCENTAGE DIFFERENCE OF FY20 VS FY21
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	(24,928)	30,285	55,213	(221.49)
INTEREST AND PENALTIES	452,128	393,606	(58,521)	(12.94)
CABLE FRANCHISE FEES	438,354	441,091	2,737	.62
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	865,554	864,984	(569)	(.07)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	9,995,586	10,104,076	108,490	1.09
LICENSES	98,210	104,218	6,008	6.12
PERMITS	3,136,379	1,274,238	(1,862,140)	(59.37)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	13,230,175	11,482,533	(1,747,641)	(13.21)
INTERGOVERNMENTAL				
FEDERAL REVENUES	92,464	181,372	88,908	96.15
PAYMENTS IN LIEU OF TAXES	783,264	292,645	(490,618)	(62.64)
STATE REVENUES	1,406,444	4,312,608	2,906,164	206.63
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	2,282,172	4,786,626	2,504,454	109.74
SALES AND SERVICES				
GENERAL REVENUES	225,811	100,732	(125,078)	(55.39)
PUBLIC SAFETY	140,969	111,350	(29,618)	(21.01)
HIGHWAY	517,203	531,174	13,971	2.70
HEALTH	3,440	-	(3,440)	(100.00)
CEMETERY, PARKS & RECREATION	824,176	796,738	(27,437)	(3.33)
ZONING BOARD	40,990	36,781	(4,209)	(10.27)
PARKING VIOLATIONS	4,150	150	(4,000)	(96.39)
COURT FINES	6,016	1,255	(4,760)	(79.13)
OTHER FINES	6,625	6,100	(525)	(7.92)
FEES	399,170	411,702	12,532	3.14
WITNESS FEES	14,403	135	(14,268)	(99.06)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	2,182,953	1,996,119	(186,833)	(8.56)
OTHER REVENUE SOURCES				
INTEREST INCOME	587,207	284,764	(302,442)	(51.51)
FUND TRANSFERS	50	-	(50)	(100.00)
REIMBURSEMENTS	1,427,877	1,256,896	(170,980)	(11.97)
RENTALS & LEASES	203,302	557,022	353,720	173.99
SCHOOL CHARGEBACKS	3,319,889	3,810,586	490,697	14.78
MISCELLANEOUS	4,196	1,867	(2,328)	(55.48)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	5,542,521	5,911,137	368,616	6.65
	-----	-----	-----	-----
TOTAL	\$ 24,103,375	\$ 25,041,402	\$ 938,027	3.89
	=====	=====	=====	=====

City of Manchester, New Hampshire  
Parking Division  
Budgetary basis  
For the six months ended December 31, 2020

(unaudited)

Object Code Description	2021 Revised Budget	July- December 2020 Activity	2021 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,497,150	558,143	954,392
Licenses & Permits Total	2,846,500	1,199,542	1,646,958
Interest Total	25,450	1,093	24,357
Other Revenue Total	634,958	308,638	326,320
Grand Total	5,004,058	2,067,416	2,936,642
Salaries & Wages Total	646,388	283,153	363,235
Employee Benefits Total	379,225	188,028	191,197
Purchased Professional Services Total	14,500	7,112	7,388
Purchased Property Services Total	816,440	296,421	520,019
Other Purchased Services Total	70,100	38,500	31,600
Supplies & Materials Total	100,000	25,266	74,734
Capital Outlay Total	-	-	-
Miscellaneous Total	213,270	48,548	164,722
Non-Departmental Total	258,040	20,579	237,461
Miscellaneous-Reimburse City Total	2,506,095	-	2,506,095
Grand Total	5,004,058	907,607	4,096,451
Excess (deficit) of revenues over expenditures	-	1,159,809	(1,159,809)

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that the request for purchase of city-owned property on Douglas Street (Map 393, Lot 1) has been received and filed.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Gormand", with a stylized flourish at the end.

Clerk of Committee

November 24, 2020

William Dodge  
171 Kearsarge Street Apt. A  
Manchester, NH 03102

Mathew Normand, CMC City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

RECEIVED

NOV 30 2020

City Clerk's Office

City Clerk Mathew Normand,

I am writing to express interest in purchasing a small portion of city land. I have spoken with Alderman Normand Gamache regarding my intentions, of which he has given his support and directed me to you to pursue the purchase of this land. Found in the letter below is a map, on page 3, that I will reference throughout to assist in the explanation of my intentions.

I am currently the owner and resident of 171 Kearsarge Street (Map 393 Lot 17A – highlighted in green on the map below) and the owner of an adjacent lot (Map 393 Lot 17C – highlighted in yellow on the map below). The portion of land I am looking to purchase is located off Douglas Street, which is highlighted in red on the map below (Map 393 Lot 1). My intent is to purchase a piece of Map 393 Lot 1 to use as an extension of Map 393 Lot 17C on which I plan to build a single-family home.

Based on my research of the subdivision plans on the lots mentioned above, on June 28, 1985 Lot 17 was subdivided into two separate lots, Lot 17 and Lot 17A. Approximately two years later, on June 9, 1987 the land was subdivided again into Lot 17, 17A, 17 B and 17C. A house was built on Lot 17A in 1987, Lot 17B in 1988, and Lot 17C was left vacant at the time with the intention for a house to be built in the future. There are several letters attached below (pg. 4-6) between the former owner, the alderman at the time, the Parks and Rec department head, and superintendent allowing the owner to maintain the triangular piece of land (highlighted in red on the map) once a single family home was built on Lot 17C (highlighted in yellow). Based on the correspondence in the letters below, it is unclear as to why a single-family home was never built on Lot 17C, whether it be financial or economical, the approved R-2 lot was left vacant.

By current city zoning ordinance standards, all three of the existing residences would be considered “non-conforming” mainly due to the minimum square footage requirements of 6,500 square feet. However, at the time of construction of these dwellings the requirements were different. Currently, Lot 17C is 5,815 square feet. After some research into the zoning ordinances it seems that there is a grandfather clause, “6.10 Special Lot sizes in the R-2 District” that states:

“Within the R-2 District, both vacant and developed lots (which contain otherwise conforming uses and structures) created prior to May 19, 1987 of at least 5,000 square feet in area and a lot width of at least 50 feet shall be considered conforming and shall not be subject to consolidation provisions of this ordinance. In addition, a new lot may be created with at least 5,000 square feet

and a lot width of at least 50 feet, provided that it is for a single-family house only and that the Planning Board grants a Conditional Use Permit following a finding that the proposed use, lot size, height, bulk, orientation and other specific characteristics of the proposed lot and building are consistent with, and appropriate to, the predominant character of the adjacent neighborhood. (Rev. 9/5/06)”

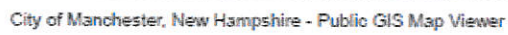
If I have followed the timeline correctly, the revision to the subdivision which included Lot 17C was created and submitted on April, 17 1987, however, it was not approved by the planning board until June 9, 1987. This means that Lot 17C does not fall under Section 6.10 by 23 days. Due to this, in order to build a single-family home on the lot, I would need a variance to move forward. By purchasing a triangular piece of land from Map 397 Lot 1 (highlighted in red on the map), and adding it as an expansion of Lot 17C, it will make the lot a conforming parcel of land and will also allow me more leeway to the size and orientation of the house. With this added square footage, I would intend to build a 3 bedroom 2 bath home for myself and future family to live in. Water/sewer, gas, and electrical utilities are already accessible and would be used.

I would like to thank you for your consideration in regard to this matter. I can be reached at 603-548-2566 or at [whdodge1989@gmail.com](mailto:whdodge1989@gmail.com) in the event that there are clarifying questions or in the event that you would like to walk the lots. I am looking forward to continuing to make Manchester my home.

Thank you,

A handwritten signature in black ink, appearing to read 'W. Dodge', with a stylized, cursive script.

William Dodge





MEL SIDING, INC.  
229 YOUNG STREET  
MANCHESTER NH  
03103

City of Manchester  
Parks and Recreation Department  
625 Mammoth Road  
Manchester NH 03104

Attn: Mr. Lemire

Gentlemen:

My wife and I own some property along Douglas Street on the west side of Manchester.

Enclosed is a legal description showing Lot 17-4 of Subdivision Plan of Marcel and Lucie Lacasse, revised on April 17, 1987, and recorded in the Hillsborough County Registry of Deeds as Plan #20752.

As you will notice, there is a small triangle of land (marked out in broken lines on the picture of the land) which consists of approximately 700 square feet only, and is situated at the northwest corner of our property, and which forms an extension of the City property mentioned in the description.

This small parcel is dead land presently, and I would be interested in knowing if the City would be willing to let us acquire it. It would straighten out the boundary line of the property and bring it directly to Douglas Street, without causing the City any appreciable loss of value.

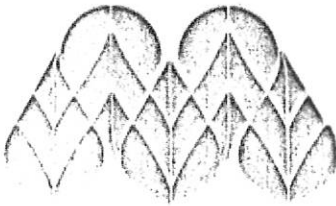
I would appreciate hearing from you at your early convenience concerning this matter. Thank you for your consideration.

Very truly yours,

Marcel E. Lacasse

Enclosure -1-





**City of Manchester  
Parks & Recreation Department**

625 Mammoth Road  
Manchester, New Hampshire 03104  
(603) 624-6565

**COMMISSION**  
Wilfrid Aubin  
Chairman  
William Allen  
Clerk  
Michael Lopez  
Charles Hunt  
Robert Kirby  
Clement M. Lemire  
Superintendent

September 16, 1988

Alderman Peter Burkush, Chairman  
Lands & Buildings  
City Hall  
Manchester, N.H.

Dear Alderman Burkush:

Attached you will find request from Marcel Lacasse to acquire a small triangle of land on Douglas Street, which is located next to our Piscataquog River Park land.

I don't believe this is part of the Piscataquog Complex which was purchased with Federal monies.

As I looked at it, I find no objection on our part. A house there would improve the area.

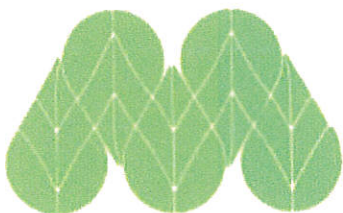
If you have any further questions, please, do not hesitate to call.

Respectfully yours,

Clement M. Lemire  
Superintendent

CML:am

cc: Mr. Lacasse  
John Prentice  
Alderman Lydon  
Original Copy: Leo Bernier



**City of Manchester  
Parks & Recreation Department**

625 Mammoth Road  
Manchester, New Hampshire 03104  
(603) 624-6565

**COMMISSION**  
Wilfrid Aubin  
*Chairman*  
William Allen  
*Clerk*  
Michael Lopez  
Charles Hunt  
Robert Kirby  
Clement M. Lemire  
*Superintendent*

February 13, 1989

Marcel LaCasse  
929 Young St.  
Manchester, NH 03103

Dear Marcel:

This is to officially inform you that you have the right to clear the under brush on the triangular piece of land off Douglas Street Extension, which we viewed this morning.

It would be nice if you could landscape the piece which would make your lot much nicer.

If you have any questions, please do not hesitate to call.

Sincerely,

Clement M. Lemire  
Superintendent

CML:caj



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP  
Director

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Michael J. Landry, PE, Esq.  
Deputy Director Building Regulations

December 10, 2020

Alderman Barbara Shaw, Chairwoman  
Committee on Lands and Buildings  
Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, New Hampshire 03101

**Re: Request to Purchase a Portion of Lot 393-1, with frontage on Douglas Street**

Dear Chairwoman Shaw and Honorable Committee Members:

The City has received a request to purchase City-owned real estate identified as Tax Map 393, Lot 1, which has frontage on Douglas Street. The purpose of this letter is to provide a response from the Planning and Community Development Department (PCD), pursuant to Sections 34.15 – 25 of the Manchester Code of Ordinances. For the reasons stated below, PCD recommends denial of the request.

First and foremost, there are legal restrictions on Lot 393-1 that limit the use and sale of the property. Thanks to research conducted by multiple City departments, including the Department of Public Works, Assessing, and the Clerk's Office, we know that the City acquired and improved Lot 393-1, along with many others, using local and federal funds to preserve land along the Piscataquog River for public recreation.

The work began in 1968, when the Board of Mayor and Aldermen adopted a resolution to issue \$80,000 of general-obligation bonds to purchase land and buildings and conduct demolition and construction for the Piscataquog River Open Space Project (PROSP). As stated in the resolution, the purpose of the PROSP was the "development of natural and man-made recreational facilities for the health, welfare and general benefit of the population."

In 1969, the City recorded a plan for the PROSP at the Hillsborough County Registry of Deeds and, soon thereafter, began acquiring properties. Lot 393-1 is labeled as "38" on the plan and was acquired in 1970. *See attached.* The work of acquiring land, planning, and construction went on for years. The BMA made additional resolutions related to raising or transferring funds for the PROSP in 1969, 1970, and 1974.

In addition to the money raised by the City, federal funds were also committed to the PROSP. These funds came from both the U.S. Department of Housing and Urban Development in the 1970s to purchase land and from the U.S. Department of Interior's Land and Water Conservation Fund (LWCF) in the 1980s to improve the land. Legal restrictions came with the funds from both sources to ensure that the land was used for the intended purposes.

To enforce the restrictions from HUD, the City recorded a Notice of Deed Restriction in 1976. The restriction references the PROSP plan and lists more than 30 parcels acquired pursuant to the plan, including parcel 38, which is Lot 393-1. The restriction says that the parcels were condemned by the City using federal funds for recreation purposes and that the “properties or any interest therein may not be sold, leased, mortgaged or otherwise transferred or encumbered without the prior written approval of the Secretary of Housing and Urban Development, his designee, or any successor thereto.”

To enforce the restrictions from the LWCF funds, the City entered into an agreement with the State, which administers LWCF funds, in 1980. The agreement references the Piscataquog River Park project and says, “Property acquired or developed under this program will be retained and used for public outdoor recreation purposes in perpetuity or as otherwise provided for in this project agreement. No other uses, or the conversion or disposal of any part of the project site will be permitted without prior approval of the New Hampshire State Liaison Officer and the Director of Heritage Conservation and Recreation Service.”

In addition to the legal restrictions placed on Lot 393-1, another reason that PCD would not recommend selling the requested section of the property is that doing so would deprive the remainder of the lot of a significant amount of road frontage. Lot 393-1 has approximately 150 feet of frontage. Since a survey has not been conducted for the requested subdivision, it is not clear exactly how much frontage there is, but the R-2 Zoning District would require at least 75 feet, and 100 feet for most uses. It is possible that the requested subdivision would leave Lot 393-1 with less than 75 feet of frontage, thereby making it noncompliant for any use.

Lastly, as shown on the GIS map included with this letter, the area requested for sale and its adjacent lot are quite steep. It is likely that much of the area of the adjacent lot would fall under the definition of “steep slopes” in the Zoning Ordinance, making it unbuildable. *See attached.*

For the reasons stated above, PCD recommends that the Committee deny the request to sell part of Lot 393-1. If the Committee is inclined to recommend that the BMA approve the request, please note that Section 34.21 of the Manchester Code of Ordinances states that City-owned lots must be declared “surplus” prior to their sale, and that the sale shall be public, unless disposal by private sale would be in the best interests of the City, is required by justice, or if other good reasons exist.

If you have any questions, staff from PCD will be available at the meeting at which you discuss the request.

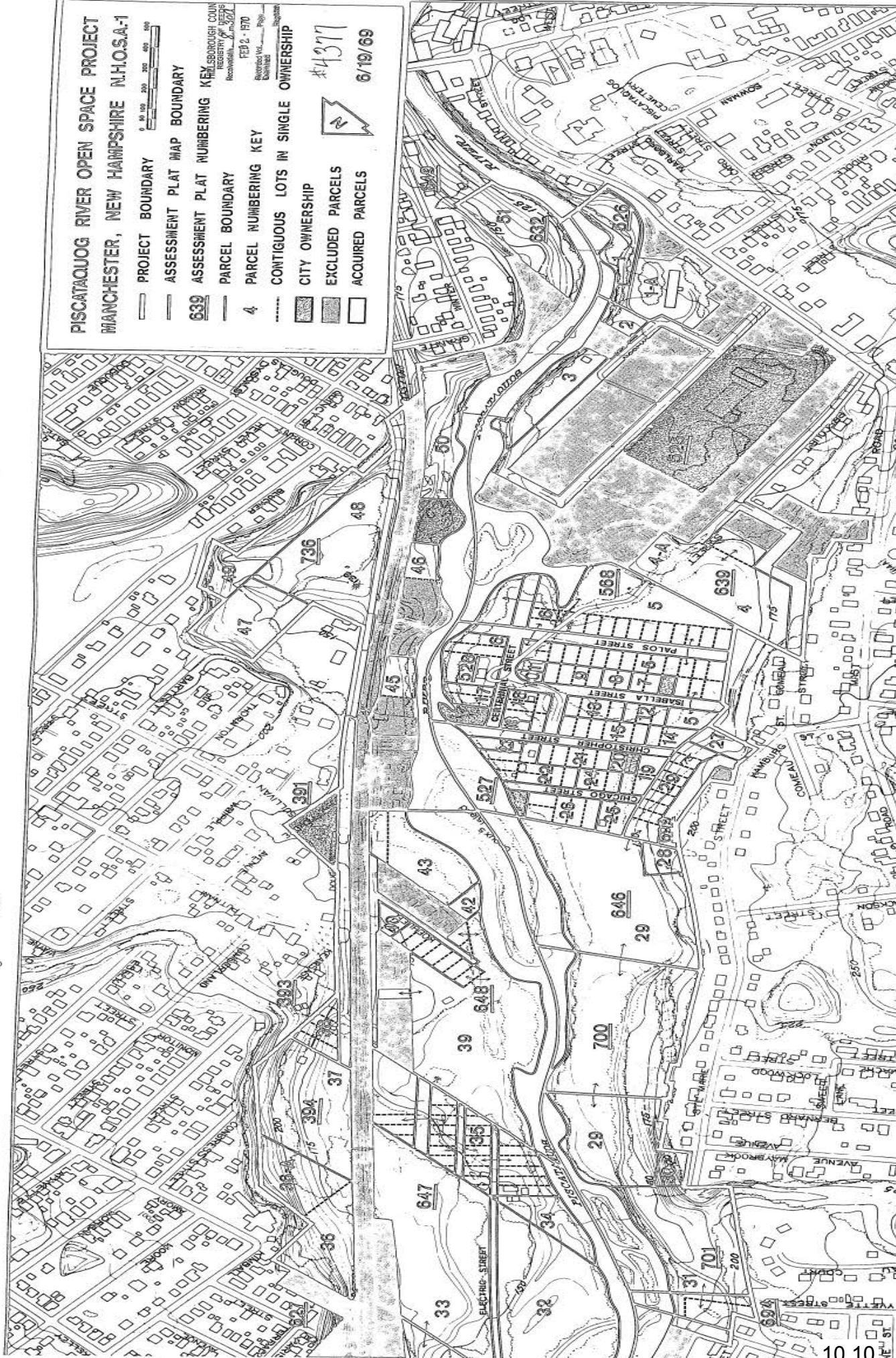
Sincerely,



Jeffrey Belanger, AICP  
Senior Planner  
Manchester Planning and Community Development Department

Cc: Robert Gagne, Chairman, Board of Assessors  
Brenda Masewic Adams, Tax Collector  
Kevin Sheppard, P.E., Director of Public Works  
Mark Gomez, Chief of Parks  
Michael Intranuovo, Archives and Records Management Officer  
File

Sheet #/of2 Manchester NH





# Lot 393-1 Douglas Street

Area Requested for Sale

2-Foot Elevation Contours



0 75 150  
Feet



Produced by the Manchester Planning and Community Development Department  
for a report submitted to the Committee on Lands and Buildings





## CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing  
Manchester, New Hampshire 03101  
Tel: (603) 624-6520 – Fax: (603) 628-6288  
Email: [assessors@ci.manchester.nh.us](mailto:assessors@ci.manchester.nh.us)  
Web: [www.ManchesterNH.Gov](http://www.ManchesterNH.Gov)



Robert J. Gagne, Chairman  
Michael W. Hurley

Lisa Turner  
Assistant to Assessors

To: Chairman Barbara Shaw, Committee on Lands & Buildings  
From: Board of Assessors  
Date: December 8, 2020  
Re: Request to Purchase Portion of City owned parcel (Map 393, Lot 1) located on Douglas St

The Assessors have completed an analysis of the estimated market value of the above-referenced property. The following is a summary of important facts and the value estimate:

Property Location	Douglas Street
Assessors Map/Lot	Map 393, Lot 1
Property Owner	City of Manchester Parks & Recreation
Deed Book/Page	Book 2077 Page 194
Date Acquired	May 14, 1970
Improved/Vacant	Vacant Park Land
Total Land Area	31,507 square feet total (Petitioner seeks to purchase approximately 1,182 square feet abutting parcel Map 393 Lot 17C)
Current Zoning	R-2 / Residential 2-Family
Overlay District	None
Easements / Restrictions	Piscataquog River Open Space Project. Plan #4377 dated June 19, 1969 and recorded at the H.C.R.D.
Estimated Value	None provided. See below comments.
Comments	Area sought for purchase is currently open City Park space (see maps attached). Party seeking purchase owns an abutting parcel to the east (parcel 393-17C Douglas St). That abutting parcel is vacant land listed as “unbuildable” due to nonconforming size. The subject parcel appears to have been acquired by the City under the LWCF (Land and Water Conservation Fund) Act of 1965. There are severe restrictions and limitations on the use of this land for any purpose other than as a City Park or conservation area. The Board of Assessors recommends the request to purchase be denied.

Respectfully,

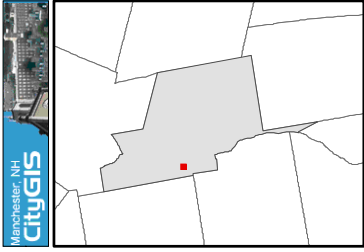
Robert J. Gagne, CNHA, NHCG  
Chairman



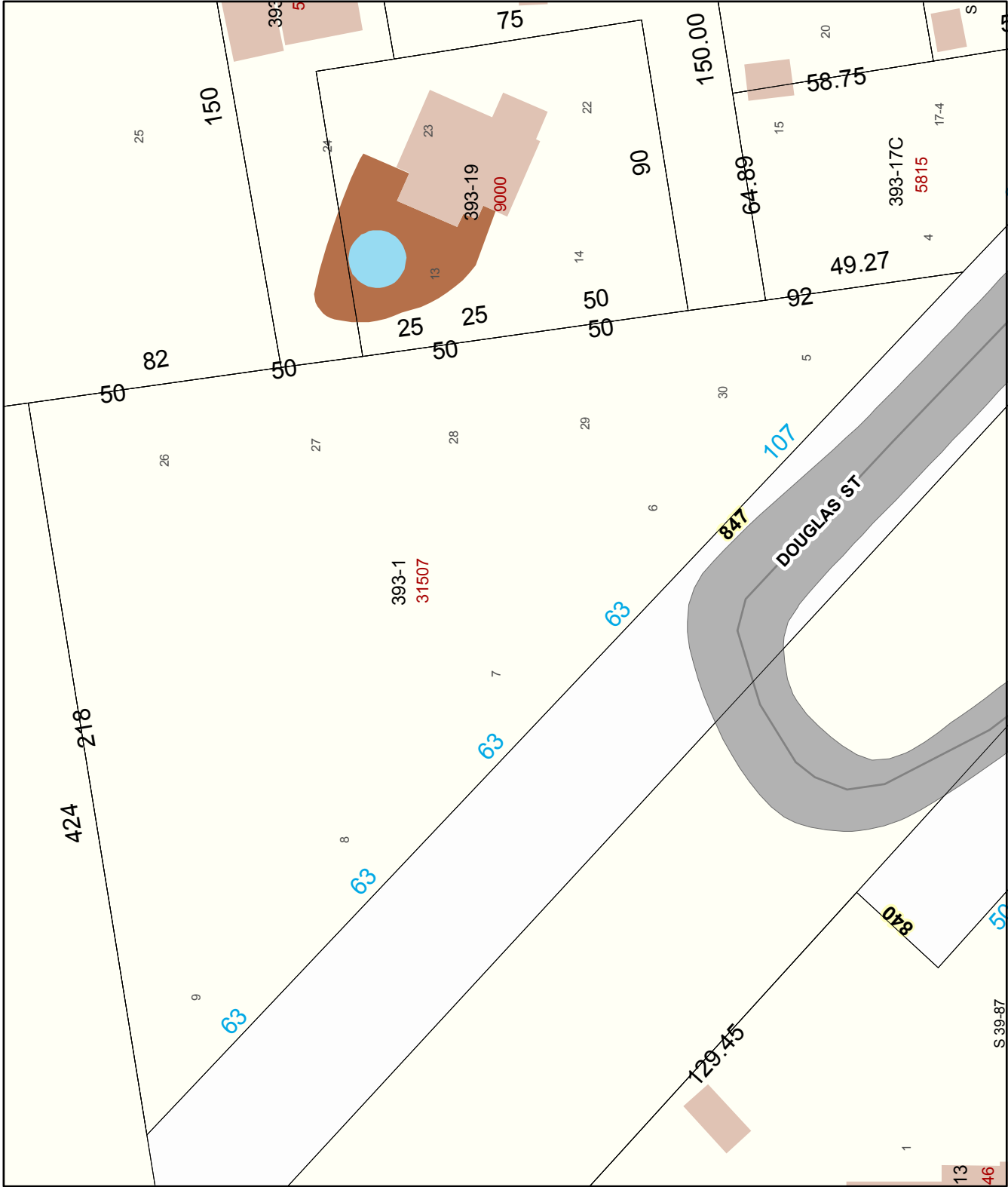


CURRENT OWNER			TOPO		UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT			2017							
CITY OF MANCHESTER PARKS & RE			1 Level	8 None	1 Paved	1 Urban	Description		Code	Appraised	Assessed	MANCHESTER, NH									
			5 Sleep				EXM LAND		960V	85,500	85,500										
SUPPLEMENTAL DATA																					
Alt Pct ID			RAD OR C CAD = 642																		
Land Adjus NO			Callback Lt																		
Voided NO			Sketch Not V																		
Total SF 31507			Land Class N																		
Zone			Parcel Zip 03102																		
Frontage/D No			Assoc Pid#																		
GIS ID 393-1																					
RECORD OF OWNERSHIP			BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE		VC	PREVIOUS ASSESSMENTS (HISTORY)											
CITY OF MANCHESTER PARKS & RECREAT CITY OF MANCHESTER TAX COLLECTOR			2077	194	05-15-1970	U	V	0	35	Year	Assessed	Year	Code	Assessed V	Year	Code	Assessed				
			2077	194	05-14-1970	U	V	0	35	2020	960V	85,500	2019	960V	85,500	2018	960V	85,500			
EXEMPTIONS			OTHER ASSESSMENTS																		
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int													
Total			0.00																		
ASSESSING NEIGHBORHOOD																					
Nbhd	Nbhd Name		B		Tracing		Batch														
570																					
NOTES																					
VACANT LAND																					
Total Appraised Parcel Value																					
BUILDING PERMIT RECORD																					
VISIT / CHANGE HISTORY																					
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id	Type	Is	Cd	Purpost/Result							
									03-07-2006	MO			00	Meas & Int Insp.							
									01-27-2006	JM			00	Meas & Int Insp.							
									05-15-2000	CM			14	Other							
									12-13-1990				00	Meas & Int Insp.							
LAND LINE VALUATION SECTION																					
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustment	Adj Unit P	Land Value						
1	960V	NOTAX C VA			31,507 SF	2.86	1.00000	1	1.00	570	0.950		1.0000	2.71	85,500						
Total Card Land Units					0.723 AC	Parcel Total Land Area		0.7233										Total Land Value	85,500		

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd	Description	Element	Cd	Description		
Style: 99	00	Vacant Land					
Model: 00		Vacant					
Grade:							
Stories:							
Occupancy							
Exterior Wall 1							
Exterior Wall 2							
Roof Structure:							
Roof Cover							
Interior Wall 1							
Interior Wall 2							
Interior Flr 1							
Interior Flr 2							
Heat Fuel							
Heat Type:							
AC Type:							
Total Bedrooms							
Total Bthrms:							
Total Half Baths							
Total Xtra Fixtrs							
Total Rooms:							
Bath Style:							
Kitchen Style:							
MHP							

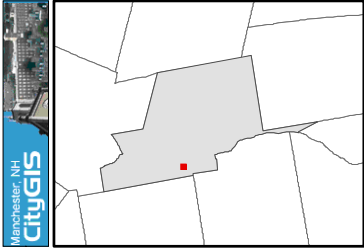


Area Map Showing Extent Of Map At Left

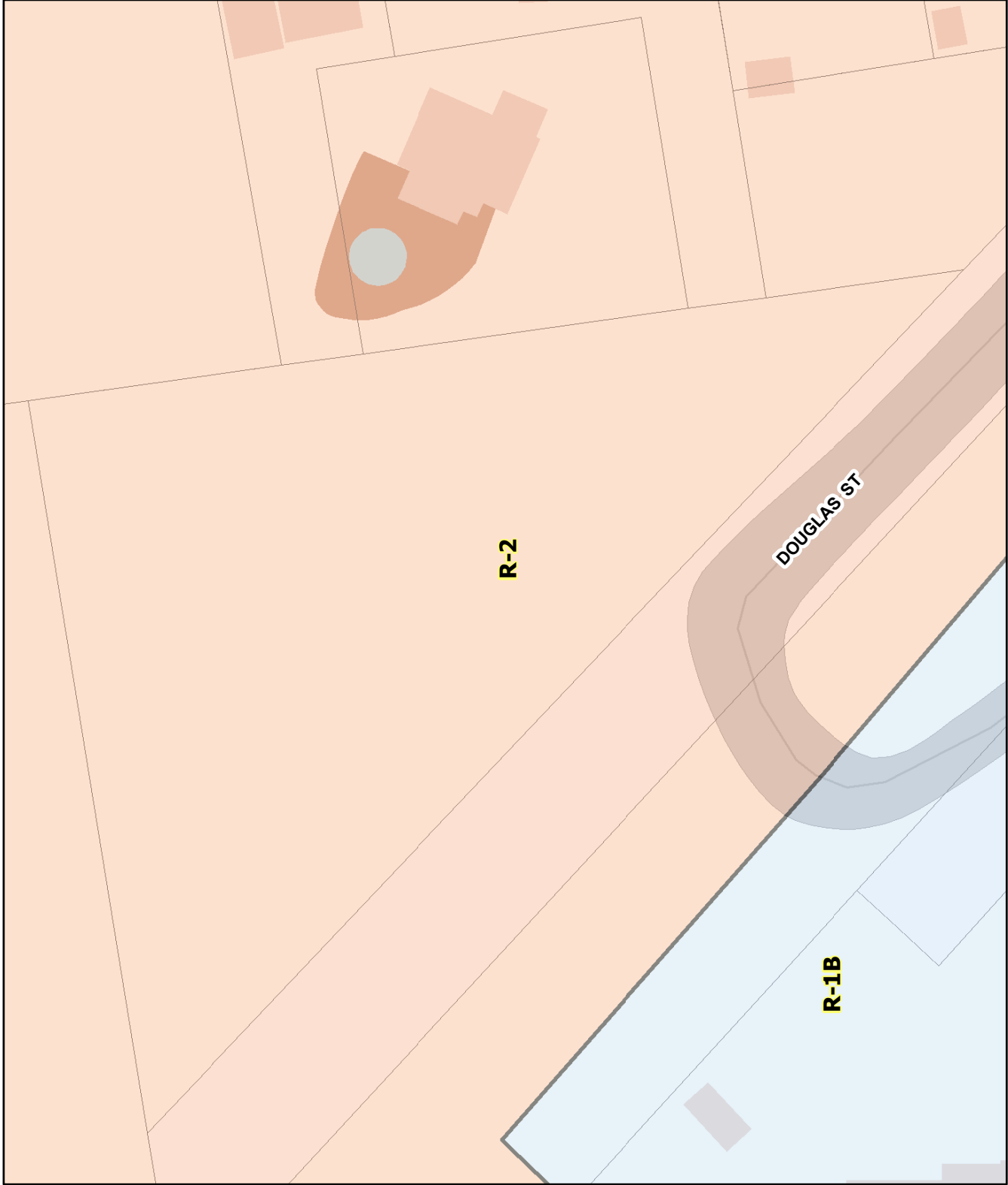


**DISCLAIMER**

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered advisory and not relied upon for legal purposes. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was derived are the records of the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



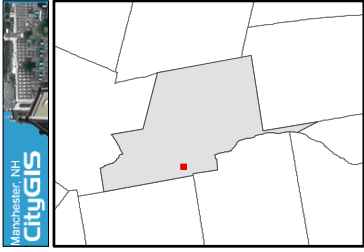
Area Map Showing Extent Of Map At Left



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Aerial Map Showing Extent Of Map At Left



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*Brenda Masewic Adams, CTC*  
Tax Collector



*Laura Mills*  
Deputy Tax Collector

***CITY OF MANCHESTER***  
***TAX COLLECTOR***

**DATE:** December 9, 2020  
**TO:** Committee on Lands & Buildings  
**FROM:** Brenda Masewic Adams, Tax Collector  
**RE:** Map 0393 Lot 0001, Douglas St

Map/Lot:	0393/0001
Owner:	City Of Manchester, Parks & Rec
Current Liens:	None
Back Taxes:	\$0

This lot is not tax-deeded property. However, based on our notations for this parcel, the lot is part of the Piscataguog River Open Space Project and marked, "Do Not Sell".

Respectfully,



Brenda Masewic Adams  
Tax Collector



## CITY OF MANCHESTER

*Joyce Craig*  
*Mayor*

### MEMORANDUM

To: Board of Mayor and Aldermen  
From: Mayor Joyce Craig  
Date: January 19, 2021  
Re: Nominations

---

Pursuant to Section 3.14(b) of the City Charter, please find below the following nomination, which will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen:

#### **Senior Services Commission**

- Pat Kalik to replace Sharon Schott as a regular member, term to expire January 1, 2022
- Lee Drysdale to replace Pamela Jorgensen as a regular member, term to expire January 1, 2023
- Terry Gesel to fill a vacancy as a labor representative, term to expire January 1, 2024

#### **Office of Youth Services Advisory Board**

- Cady Hickman to succeed Diolienda Delizia as a regular member, term to expire January 1, 2024

# **Pat Kalik**

145 Steinmetz Dr  
Manchester, NH 03104  
Cell 603-582-8435  
[patkalik@comcast.net](mailto:patkalik@comcast.net)

Pat Kalik's volunteer activities include volunteering for many Democratic Political Candidates, serving on the Board of the Jewish Federation of New Hampshire and the Board of Temple Adath Yeshuran.

Pat has been the Co-Chairperson of the New Hampshire Jewish from 2012 to 2021. Pat's volunteer work with the Jewish Federation of New Hampshire also included service on the Federation Pre-School Committee, and helping to organize and support many of the federations special events.

Pat's political volunteering includes phone banking, canvassing, and housing young organizers when they are in New Hampshire.

Pat Kalik's professional life has centered on her participation in various businesses that evolved her roles as owner, partner, and manager of Executive Exchange in Manchester, NH when she moved to NH in 1984. Under Pat's stewardship this business evolved from a traditional answering service into the 100 seat call center, Executive Call Center, the largest answering service in New England. In 1993 Pat gave up her role in Executive Call Center to become a partner and guide the development of Professional Teledata where Pat maintained her stewardship as an owner-partner from 1993 to 2015 when she sold her ownership share and limited her role to its Director of Customer Service. Pat retired from Professional Teledata at the end of 2019 and is now concentrating on volunteer work.

Pat Kalik graduated from Cornell University in 1972 with a BS degree.



Leon PJ Drysdale                      89 West Baker Street, Manchester NH 03103    617 680-4419

EDUCATION                      Boston English HS                      Boston State College/ University of Massachusetts  
Boston College Law School

EMPLOYMENT                      Suffolk County District Attorney's Office in Boston MA    ( '75 to '77 )  
Private practice in community, Dorchester, MA                      ( '77 to 2015)

ORGANIZAtions:                      1 three year term as Board Member, Liberty House, Manchester NH  
Friends of Cashin Senior Center, Manchester NH  
Bethaney Chapel Community Church ( UCC ) , Manchester NH  
Capital Gay Men, Concord NH    ( Board Member At Large)  
New Horizon kitchen volunteer on 3rd Thursday of the Month, Manchester

References:                      Pat Long, Alderman, Manchester NH  
Pastor Bob, Bethaney Chapel

# Terry A. Gesel

89 Village Circle Way #15

Manchester, NH. 03102

[Tgesel88@comcast.net](mailto:Tgesel88@comcast.net)

603-674-9723

## Work History

- State of NH - Department of Safety: worked part time from October 26, 2018 through September 17, 2020. CTO1 - Cash terminal operator 1 at the DMV, 377 S. Willow St. Manchester, NH.
  - I was responsible for reviewing the applications and documents of customers to ensure they had everything ready to expedite their transactions at the registration counter.
- NHSALC: I am currently President of the NH State Association of Letter Carriers since June 2017. I work with members of Congress and keep them updated on issues regarding Letter Carriers jobs and the US Postal Service and issues impacting the citizens of our State. I also update Letter Carriers across the State on how pending legislation will affect them and their jobs.
- District 6 Vice President of NH AFL CIO - from 2008- 2018/2019. Participated on the NH AFL CIO executive board representing workers in the State of NH for a decade.
- USPS Letter Carrier - USPS, 24 Tsienetto Rd. Derry, NH 03038. I was a city letter carrier in Derry, NH from March 1986 - October 2014. I retired after 28 plus years of service. In this job, I also took on several roles in this office. I served in the capacity of the NALC Steward in Derry, was elected NALC Merged Branch 44 Vice President in the early 1990's and took over as Branch President after the resignation of the President at that time.
  - Served on the safety committee in the Derry NH Post Office for several years.
- Served as a NALC facilitator for Employee Involvement, with the USPS NH District, appointed by the NALC President from the headquarters in Washington, DC. This role for the USPS/NH District was working with management partners, assisting NH Post Offices with resolving workroom floor issues.
- Prior to working at the USPS, I was in small business, owning my own business in Chester, NH. I worked in small business as a hairdresser from 1974 to 1986 while raising my young family. I started my own business in Chester, NH, running that business from the early 80's to 1986. I have lived in NH since 1975, In Chester, NH. And then moved to Manchester, NH from 1986 to the present time.

## College

I attended part time, taking undergraduate classes, at the UNH Campus downtown Manchester, NH from 1990-1992.

This is a brief overview of my work history in NH. Please feel free to reach me by phone 603-674-9723 or email: [Tgesel88@comcast.net](mailto:Tgesel88@comcast.net).

---

# Cady Hickman

348 Myrtle Street  
Apartment 6  
Manchester, NH 03104  
(603) 321-2095  
[cady.g.hickman@gmail.com](mailto:cady.g.hickman@gmail.com)

## **Village Nest Cooperative** - *K-3rd Lead Teacher*

September 2020-present

- Provide DAC for classroom of kindergarten-3rd multi-age outdoor classroom
- Organized student opportunities with the community

## **YMCA of Greater Nashua** - *Enrichment Program Coordinator*

June 2016 - March 2020

- Coordinate and schedule classes for 17 classrooms and 350 students
- Oversee enrichment staff, and coordinate with staff/supervisors in other departments
  - Provide timely feedback to facilitate instructor growth
- Teach 17 music and 17 art classes a week, with DAC
- Communicate with other departments regarding class changes, parent feedback, student registrations
- Member of the Diversity and Inclusion Task Force
- Member of the LGBT Inclusivity Group
  - Organized and mobilized Y staff and volunteers for pride events
- Coordinator of the Parent Teacher Group

## **Cady Hickman, Theater** - *Virtual Educator*

March 2020-present

- Develop and implement daily videos for children and families
- Connect to families and children across the United States
- Organize and offer large scale virtual events

## **City Year New Hampshire, Manchester** - *AmeriCorps Member*

September 2013- June 2014

- Tutored 11 students daily - five in math and four in ELA - and provided
- Member of the marketing and communication team receiving national "Tweet of the Week" seven times
- Created and directed grade-wide student recognition initiatives in collaboration with school leaders
- Communicated with local and national political leaders regarding benefits of City Year

---

## EDUCATION

**University of New Hampshire, Durham** - *Theater Education with an emphasis in youth drama in special education*

Class of 2015

## OTHER RELEVANT EXPERIENCE

**Queen City Improv** - *Founder, Manager, Education Director*

2017- present

- Formed an Improv performing troupe in Manchester, New Hampshire using social media outreach to become a hub for improvisational theater performances, workshops, and classes.
- Plan and coordinate rehearsals, performer schedules, meetings
- Network and communicate with other performing troupes
- Plan enrichment opportunities for performers
- Build relationships with Manchester based organizations
- Develop improvisational theater curriculum
- Create budget and breakeven for workshops and classes
- Foster relationship between venues and QCI to create opportunities for improvisational experiences in the Nashua, Manchester, and Concord area
- Oversee and direct education committee

## EVENT PLANNING

Families In Transition Drive	2021	Night on Broadway Fundraiser	2019
American Cancer Society Fundraiser	2021	Farmers and Artisans Market	2019
Christmas in May	2020	Togetherhood Diaper Drive	2016
Quarantineoween	2020		

## CRITICAL SKILLS

Background in working with differently abled children and adults

Experience working with diverse communities of children, families, and adults

Experience creating and following a budget

## HONORS

Union Leader's Class of 2021 40 Under Forty

**CITY OF  
MANCHESTER  
EMPLOYEES'  
CONTRIBUTORY  
RETIREMENT  
SYSTEM**

February 2, 2021

Honorable Board of Mayor & Aldermen  
C/O Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Honorable Members:

1045 ELM ST. • SUITE 403  
MANCHESTER, NH 03101-1824  
PHONE (603) 624-6506  
FAX (603) 624-6342

I am writing at the direction of the Board of Trustees of the Manchester Employees' Contributory Retirement System, (MECRS) to seek your support for a pair of legislative initiatives which were introduced but because of the COVID pandemic, not enacted in the 2020 session of the New Hampshire Legislature.

In the last session, these bills were identified as HB 1292 and HB 1293, which made it as far as House Committee hearings where they designated as "Ought to Pass". I had come before you in December of 2019 to seek your support for both measures, which you agreed to do. Because of the importance of these measures to the MECRS and to the City, I am writing again seeking your continued support for the reintroduced versions in the 2021 session of the Legislature, where they have been designated as HB 211-FN and HB 356 respectively.

As we stated last time, the Trustees have been carefully considering ways to enhance the financial strength of the MECRS while carefully balancing the future contribution obligations of employees and the City. After years of study, discussion and deliberation, with input from all of its professional advisors, the Board drafted legislation to accomplish these goals without significantly changing the MECRS or the employee financial burden. The Board is mindful that the MECRS is critical in helping the City attract and retain qualified employees. The four changes being sought by the first bill, HB 211-FN, which will only apply to those hired after passage of the legislation, will raise the normal retirement age from 60 to 62, increase employee pension contributions by 2 percent, reset the pension reduction factor to normal actuarial standards for those employees who elect to retire early, and base pension benefits on the average compensation earned over the employee's last five years rather than the current three years. The Board unanimously voted to enact these changes to strengthen the future financial security of the MECRS. It is expected that these changes will gradually increase the funded percentage of the MECRS over time and accelerate the amortization of the unfunded accrued liability by a year, saving the City \$14.8 million in the last year. As you may know, cities throughout the country are facing enormous financial challenges to fund and maintain their employee pension plans. The Board believes that by acting

**CITY OF  
MANCHESTER  
EMPLOYEES'  
CONTRIBUTORY  
RETIREMENT  
SYSTEM**

1045 ELM ST. • SUITE 403  
MANCHESTER, NH 03101-1824  
PHONE (603) 624-6506  
FAX (603) 624-6342

prudently and proactively now, the future prospects for the continued and enhanced financial strength of the MECRS can be significantly bolstered.

During the NH House's review of this measure last year, the Committee of Executive Departments & Administration, who heard the bill, added clarifying amendments to its structure. The MECRS had no issue with those amendments and they were incorporated into this year's bill.

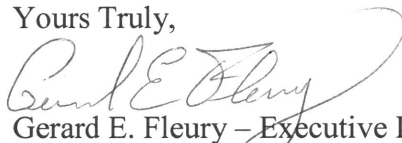
The second piece of legislation, HB 356, is purely administrative in nature and addresses how a replacement trustee is selected in the event that a trustee is unable or unwilling to complete an elected term of office. That same bill also contains technical changes to clarify the way in which our retirement plan satisfies its obligations under Federal Tax Law, in order to maintain the qualified tax status it has enjoyed since the Plan was established back in 1974.

We obtained sponsorship from Representative Patrick Long, as we did last year, for this pair of House Bills in the 2021 session of the legislature. Copies of both bills. (HB 211-FN and HB 356) are attached to this letter for your review.

The MECRS Board of Trustees respectfully requests your support of these bills since it will go a long way toward their passage in the House and Senate in the coming months.

In closing, for those of you who are not aware, after serving 17 years as the MECRS Executive Director, I retired on January 31st. After conducting a nationwide search in 2020, the MECRS Board of Trustees hired William Shea as the new Executive Director. I have worked with Bill Shea on the transition during the month of January and I believe the MECRS is in very capable hands.

Yours Truly,



Gerard E. Fleury – Executive Director Emeritus  
Manchester Employees' Contributory Retirement System

cc: MECRS Board of Trustees  
William Shea – Executive Director

## STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty One*

AN ACT                revising certain benefit provisions in the city of Manchester employees contributory retirement system.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1            1 Manchester Retirement System; Definition; Final Average earnings. Amend 1973, 218:4, X as  
2 amended by 2002, 194:1 to read as follows:

3            X. "Final average earnings" ***for members who commenced service before January 1,***  
4 ***2022,*** means the greater of (a) the average annual earnings received by a member during the 3  
5 highest calendar years during the 10 years preceding the member's normal retirement date, date of  
6 actual retirement or date, of termination of employment, or (b) the average annual earnings received  
7 by a member during the highest 36 consecutive calendar months during the 10 years preceding the  
8 member's normal retirement date, date of actual retirement, or date of termination of employment.  
9 The 3 highest years or highest 36 consecutive months shall be selected by the member, it being the  
10 intent and purpose of this method of computing final average earnings to afford the highest benefits  
11 to the member. If a member has not worked 10 years at the time of the commencement of benefits,  
12 the benefit shall be based upon the earnings during the greater of the highest 36 consecutive months  
13 or the 3 highest calendar years. ~~[This section shall be effective for members whose retirement date~~  
14 ~~is after January 1, 2003.]~~ ***For members who commenced service on or after January 1, 2022,***  
15 ***"final average earnings" means the greater of (a) the average annual earnings received by***  
16 ***a member during the 5 highest calendar years during the 10 years preceding the member's***  
17 ***normal retirement date, date of actual retirement, or date of termination of employment, or***  
18 ***(b) the average annual earnings received by a member during the highest 60 consecutive***  
19 ***calendar months during the 10 years preceding the member's normal retirement date, date***  
20 ***of actual retirement, or date of termination of employment. The 5 highest years or highest***  
21 ***60 consecutive months shall be selected by the member, it being the intent and purpose of***  
22 ***this method of computing final average earnings to afford the highest benefits to the***  
23 ***member. If a member has not worked 10 years at the time of the commencement of benefits,***  
24 ***the benefit shall be based upon the earnings during the greater of the highest 60***  
25 ***consecutive months or the 5 highest calendar years.***

26            2 Definitions; Normal Retirement Date. Amend 1973, 218:4, XIII as amended by 2002, 194:1  
27 and 2002, 147:4 to read as follows:

28            XIII. "Normal retirement date" shall mean the first day of the month coinciding with or next  
29 following a member's sixtieth birthday ***for members who commenced service before January 1,***

1 ***2022, otherwise the first day of the month coinciding with or next following a member's***  
2 ***sixty-second birthday.***

3 3 Employees to Whom the Act Applies. Amend 1973, 218:7, III as amended by 2002, 194:1 and  
4 2008, 90:3 to read as follows:

5 III. Any eligible employee in the employment of the city on January 1, 1974, who elected not  
6 to participate shall only be admitted to the retirement system upon completion of an application for  
7 participation, majority consent of the retirement board, passing a prescribed physical examination,  
8 and completion of a service buyback. ***Any such eligible employee who elects to participate***  
9 ***subsequent to January 1, 2022 shall participate under the retirement system statutory***  
10 ***provisions in effect for members who commenced service as of that date.***

11 4 Contributions by Employees. Amend 1973, 218:9, I as amended by 2002, 194:1 to read as  
12 follows:

13 I. The rate of contributions by each member ***who commenced service prior to January 1,***  
14 ***2022*** shall be 3.75 percent of that portion of earnings received during each calendar year or portion  
15 thereof; ***otherwise the rate of contributions shall be 5.75 percent and continuing until such***  
16 ***time as the board of trustees certify to the executive director on the basis of an actuary's***  
17 ***valuation, which shall be based on sound actuarial funding methods, assumptions and***  
18 ***principals that the actuarial funded ratio of the Manchester's employees' contributory***  
19 ***retirement system has reached a 100 percent funding level. The contribution rate shall***  
20 ***return to 3.75 percent as of the start of the City's fiscal year immediately following the***  
21 ***board of trustee's certification of the 100 percent funding level.***

22 5 Service Buybacks. Amend 1973, 218:10, III, as amended by 2002, 194:1 and 2006, 115:4, to  
23 read as follows:

24 III. A member who ceases to be a member, withdraws his or her member contributions  
25 pursuant to section 11 of this act, and later becomes a member again, may make a request after the  
26 member's return to city employment for service buyback of prior service credit for the previous time  
27 served as a member. If a service buyback is not made, the member's benefit shall be based solely on  
28 the member's years of service and final average earnings after the break in service. ***For former***  
29 ***members who return to service on or after January 1, 2022, the cost of the buyback shall be***  
30 ***determined by dividing the value of refunded contributions by the contribution rate in***  
31 ***effect during their withdrawn period of service, multiplying the results by the contribution***  
32 ***rate in effect under paragraph I of section 9, and then applying interest at the rate in effect***  
33 ***as determined by the board. Members who withdrew more than 5 years of service earned***  
34 ***prior to January 1, 2022, who return to service on or after January 1, 2022 shall pay***  
35 ***member contributions at the contribution rate in effect under paragraph I of section 9 for***  
36 ***other new hires, however, the returning member shall retain his or her original normal***  
37 ***retirement age of 60, and will have their earnings averaged over 3 years for benefit***



*calculation purposes. Former members who return to service on or after January 1, 2022 who withdrew with less than 5 years of service earned prior to January 1, 2022 shall be subject to the 5-year earnings average and a normal retirement age of 62.*

6 Retirement Benefits Amend 1973, 218:12, I, as amended by 2002, 147:5 and 2002, 194:1 to read as follows:

I. Any member *who commenced service prior to January 1, 2022*, who either has attained the age of 60 years or having been in the service of the city on January 1, 1974, has completed at least 20 years of service, shall be eligible for a normal retirement benefit under the provisions of this act. *Any member who commenced service on or after January 1, 2022, who has attained the age of 62 years, shall be eligible for a normal retirement benefit under the provisions of this act.* Any such member may retire by filing with the retirement board a written statement duly attested setting forth at what time subsequent to the date of filing thereof, the member desires to be retired, or the retirement board may, at its option, retire any such eligible member, furnishing written notice thereof at least 60 calendar days in advance of the specified date of such retirement.

7 Rehirees. Amend 1973, 218:12, III, as amended by 2002, 194:1 to read as follows:

III. The retirement system shall not pay retirement or disability benefits to city employees who again become eligible to participate in the retirement system under the act. A member shall notify the retirement system of the member's rehire immediately. Upon rehire after a period of termination, all disbursements under the plan to that member shall cease and the member shall resume making contributions to the retirement fund *at the contribution rate in effect at resumption of city service* as of the first pay period following the member's rehire. Rehired members shall have their benefits determined in accordance with section 13 of this act.

8 Normal Retirement; Pension Payable. Amend the introductory paragraph of 1973, 218:12, V, as amended by 2002, 194:1 to read as follows:

V. Members who qualify for a normal retirement benefit shall receive an annual pension payable during the member's lifetime *and determined by the member's initial commencement of service date*, in an amount equal to the sum of:

9 Restoration to Service Benefits. Amend 1973, 218:13, as amended by 2002, 194:1 to read as follows:

218:13 Restoration to Service Benefits.

I. If a formerly disabled member or any other member who has commenced receiving benefits from the retirement system again becomes eligible to participate, the member's benefits shall cease. The member shall resume making contributions to the retirement fund *at the contribution rate in effect at resumption of city service* and the member shall become eligible to receive a normal retirement benefit determined in accordance with this section.

II. A member whose benefit is governed by this section shall receive a normal retirement benefit equal to the sum of (a) the benefit calculated based on years of service and final average earnings prior to the ~~[break-in]~~ **resumption of** service and (b) the benefit calculated based on years of service and final average earnings after the ~~[break-in]~~ **resumption of** service. If a member has less than ~~[3 years of service]~~ **the required number of years used to calculate final average earnings under the retirement system statutory provisions in effect at the member's initial date of hire** after the break in service, the member's benefit after the break in service shall be based upon the earnings of the member for all weeks of service until the retirement date, divided by the number of weeks of service and multiplied by 52.

10 Early Retirement Option. Amend 1973, 218:14, I, as amended by 2002, 147:6 and 2002, 194:1 to read as follows:

I. Each member ***who commenced service before January 1, 2022***, whose age plus years of service equal 80, or who attains age 55 with a minimum of 20 years of service, may have the option, to be exercised by a written notice to the retirement board, to retire at any time thereafter, prior to the member's normal retirement date. The amount of retirement benefits payable to such retired member shall be computed as provided in section 12 of this act, except that the date of such early retirement shall be used in determining the member's service, and the amount thus obtained will be reduced for each month by which the date on which benefits commence precedes the month after which the member attains 60 years of age by 1/6 of one percent. ***Each member who commenced service on or after January 1, 2022, whose age plus years of service equal 80, or who attains age 55 with a minimum of 20 years of service, may have the option, to be exercised by a written notice to the retirement board, to retire at any time thereafter, prior to the member's normal retirement date. The amount of retirement benefits payable to such retired member shall be computed as provided in section 12 of this act, except that the date of such early retirement shall be used in determining the member's service, and the amount thus obtained will be reduced for each month by which the date on which benefits commence precedes the month after which the member attains 62 years of age by 7/12 of one percent.***

11 Disability Benefits. Amend 1973, 218:15, III, as amended by 2002, 194:1 to read as follows:

III. If such total disability is shown, to the satisfaction of the retirement board, to have been sustained during the performance of duties pertaining to the member's employment by the city, the member shall be entitled to retirement for disability irrespective of the duration of employment. In order for a member to receive disability benefits under this section, the member shall submit an application for disability benefits within 60 days of termination of employment. However, any member receiving a disability benefit on account of total and permanent disability sustained during the performance of duties pertaining to employment by the city, as provided herein, shall receive a benefit equal to the greater of the sum of the amounts determined in accordance with (a) and (b) of

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1 paragraph II, or 50 percent of final average earnings. If a member ***commenced service prior to***  
2 ***January 1, 2022 and*** has less than 3 years of service at the time of becoming totally disabled in the  
3 performance of duties pertaining to the member's employment by the city, the member's pension  
4 shall be based upon the member's annualized disability earnings. ***If a member commenced***  
5 ***service on or after January 1, 2022 and has less than 5 years of service at the time of***  
6 ***becoming totally disabled in the performance of duties pertaining to the member's***  
7 ***employment by the city, the member's pension shall be based upon the member's annualized***  
8 ***disability earnings.*** The disabled member may also receive his or her disability benefit in the form  
9 of a contingent annuity as described in section 17.

10 12 Accidental Death Benefits. Amend 1973, 218:16, I(a), as amended by 2002, 194:1; 2003, 16:1;  
11 and 2011, 21:1 to read as follows:

12 (a) If, upon the receipt by the board of trustees of proper proof of the death of a member  
13 in service indicating that such death was the natural and proximate result of an accident occurring  
14 while in the performance of duty at some definite time and place, the board decides that death was  
15 the result of an accident in the performance of duty and not caused by the member's own gross  
16 negligence, recklessness, or willful misconduct, the member's surviving spouse shall be entitled to  
17 the larger of an annual benefit equal to 50 percent of the member's final average earnings paid in  
18 equal monthly installments or a monthly benefit computed according to the member's creditable  
19 service and final average earnings for the 100 percent contingent annuitant option inclusive of the  
20 early retirement reduction ***set forth in section 14 of this act*** [~~of 2 percent per year~~] ***which***  
21 ***corresponds with the member's service commencement date,*** for each year prior to member's  
22 normal retirement age. In lieu of either option, the member's surviving spouse may instead elect a  
23 lump sum payment as described in paragraph I(c).

24 13 Ordinary Death Benefits. Amend 1973, 218:16, II(b) and (c), as amended by 2002, 194:1;  
25 2003, 16:1; and 2011, 21:1 to read as follows:

26 (b) If at the time of death, the member has at least 5 years of creditable service or  
27 qualifies to retire under the retirement provisions of section 12 or section 14 of this act, and has a  
28 spouse, the member's spouse shall be entitled to receive a monthly lifetime benefit equal to the  
29 greater of either 50 percent of the service retirement benefit straight life option without reduction  
30 that would have been payable to the member had they been eligible to retire immediately prior to  
31 death based upon final average earnings and creditable service or, a monthly benefit computed  
32 according to the member's creditable service and final average earnings for the 100 percent  
33 contingent annuitant option inclusive of the early retirement reduction of 2 percent per year for each  
34 year prior to the member's normal retirement age ***for members who commenced service prior to***  
35 ***January 1, 2022, otherwise 7 percent per year for each year prior to the member's normal***  
36 ***retirement age.*** In lieu of either option, the surviving spouse may instead elect a lump sum equal  
37 to the deceased member's annual base salary at the time of death, in addition to a refund of the

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**- Page 6 -**

1 member's contributions plus regular interest until date of payment as provided under section 11,  
2 paragraph I.

3 (c) If at the time of death, the member ***commenced service prior to January 1, 2022,***  
4 ***and*** has at least 5 years of creditable service or qualifies to retire under the retirement provisions of  
5 section 12 or section 14 of this act, but is not survived by a spouse, and has designated his or her  
6 child or children under age 18 as his or her beneficiary or beneficiaries, there shall be payable  
7 divided in such manner as the board in its discretion shall determine, to continue for the benefit of  
8 such child or children under said age until every child dies or attains age 18, the greater of either 50  
9 percent of the service retirement benefit straight life option without reduction that would have been  
10 payable to the member had they been eligible to retire immediately prior to death based upon final  
11 average earnings and creditable service or, a monthly benefit computed according to the member's  
12 creditable service and final average earnings for the 100 percent contingent annuitant option  
13 inclusive of the early retirement reduction of 2 percent per year for each year prior to member's  
14 normal retirement age ***for members who commenced service prior to January 1, 2022,***  
15 ***otherwise 7 percent per year,*** or, a lump sum equal to the deceased member's annual base salary  
16 at the time of death, in addition to a refund of contributions plus regular interest until the date of  
17 payment as provided under section 11, paragraph I.

18 14 Effective Date. This act shall take effect January 1, 2022.

**HB 211-FN- FISCAL NOTE**  
**AS INTRODUCED**

AN ACT revising certain benefit provisions in the city of Manchester employees contributory retirement system.

**FISCAL IMPACT:**    ☐ State                    ☐ County                    ☒ Local                    ☐ None

LOCAL:	Estimated Increase / (Decrease)			
	FY 2021	FY 2022	FY 2023	FY 2024
<b>Appropriation</b>	\$0	\$0	\$0	\$0
<b>Revenue</b>	\$0	\$0	\$0	\$0
<b>Expenditures</b>	\$0	Indeterminable Decrease	Indeterminable Decrease	Indeterminable Decrease

**METHODOLOGY:**

The Manchester Employees' Contributory Retirement System states this bill will reallocate the future cost of operating Manchester's locally controlled and funded employee retirement plan between prospective plan participants and the employer. There will be no fiscal impact on state, county or other local revenue or expenditures.

The proposed changes will only apply to those participants who commence service on or after January 1, 2022 and will not impact any existing plan participants. Proposed changes include the following:

- Normal retirement age will increase from 60 to 62;
- Early retirement reduction changes from 1/6 of 1% per month before normal retirement age to 7/12 of 1%;
- Final Average Earnings 3 year period will increase to 5 years;
- Member contribution rate will increase from 5% to 7%

The reduction in future benefit entitlements will improve the funded ratio of the system and accelerate the accrued liability amortization period by approximately one year, resulting in a projected savings of 3.1% of payroll over the next 20 years, reflecting the reduction in the employer normal cost. The estimates for these calculations are provided from an actuarial report dated September 7, 2018 and based on a valuation as of December 31, 2017, with the following assumptions: rate of return is 7.00%, wage inflation of 2.75%, payroll growth of 2.75%, with a level percent of payroll, 22 year (remaining) closed valuation period, and individual entry age cost method.

**AGENCIES CONTACTED:**

Manchester Employees' Contributory Retirement System

HB 356 - AS INTRODUCED

2021 SESSION

21-0384

10/08

HOUSE BILL **356**

AN ACT relative to the city of Manchester employees' contributory retirement system.

SPONSORS: Rep. Long, Hills. 10

COMMITTEE: Executive Departments and Administration

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ANALYSIS

The bill makes administrative changes and clarifications to the employees' contributory retirement system of the city of Manchester, including compliance with the applicable provisions of the Internal Revenue Code and related Treasury regulations, expanding the options available to the system's board whenever an elected trustee become unwilling or incapable of completing their term of election, and other technical changes.

-----

Explanation: Matter added to current law appears in ***bold italics***.  
Matter removed from current law appears ~~[in brackets and struckthrough]~~  
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.



STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Twenty One*

AN ACT relative to the city of Manchester employees' contributory retirement system.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1       1     Manchester Employees' Contributory Retirement System; Internal Revenue Code  
2     Qualification. Amend 1973, 218:3 as amended by 2002, 194:1 to read as follows:

3       218:3 Internal Revenue Code Qualification. The retirement system established in this act is  
4     intended to create a tax-qualified governmental retirement plan under sections 401(a) and 414(d) of  
5     the Code as amended. ***The applicable provisions of the retirement system necessary to***  
6     ***comply with all qualification requirements of the Code, the applicable Treasury***  
7     ***Regulations, and other Internal Revenue Service guidance and pronouncements shall be***  
8     ***set forth in this statute and the retirement system administrative rules.***

9       2     Definition; Earnings. Amend 1973, 218:4 as amended by 2002, 194:1 to read as follows:

10       VIII. "Earnings" means the total salary or wages of a member for the member's employment  
11     with the city, including all grants and allowances for maintenance at such figures as may be  
12     determined by the retirement board. For members whose retirement date is after July 1, 1996, and  
13     members who on July 1, 1996 and thereafter terminated city employment and elected to defer their  
14     benefits until their normal retirement date but had not yet reached their normal retirement date,  
15     earnings shall include unused sick time included in the member's salary or wages at the member's  
16     date of termination of city employment. For members whose retirement date is after December 1,  
17     1997, and members who on December 1, 1997 and thereafter terminated city employment and  
18     elected to defer their benefits until their normal retirement date but had not yet reached their  
19     normal retirement date, earnings shall include unused vacation time included in the member's  
20     salary or wages at their date of termination of city employment. ***The determination of earnings***  
21     ***and final average earnings shall at all times be made in accordance with section 415 of the***  
22     ***Code, and the related Treasury Regulations, the applicable provisions of which shall be set***  
23     ***forth in the administrative rules. Beginning January 1, 2009, to the extent required by***  
24     ***sections 401(h) and 414(u)(12) of the Code, any differential wage payments to a member***  
25     ***from an employer (while the individual is performing qualified military service as defined***  
26     ***in Chapter 43 of Title 38, United States Code) shall be treated as compensation for***  
27     ***purposes of applying the limits on annual additions under Code section and for purposes***  
28     ***of determining earnings and final average earnings.***

29       3     Board Vacancy. Amend 1973, 218:5 IV as amended by 2002, 194:1 and 2003, 102:2 to read as  
30     follows:

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**- Page 2 -**

1           IV. In the event of a vacancy on the retirement board, such vacancy shall be filled in the  
2 same manner as the member to be succeeded was appointed or elected and for the remainder of the  
3 unexpired term. Any person who is vacating a trustee position on the board may, if the trustee's  
4 circumstances permit, continue to represent the membership as a trustee ~~[for a period not to exceed~~  
5 ~~6 months]~~ ***until the next regularly scheduled trustee election***, or, until a successor is appointed  
6 or elected, whichever period is shortest. ***In the event that an elected trustee is unwilling or***  
7 ***incapable of completing the year in which they cease to be a member, the retirement board***  
8 ***may appoint an individual, as defined in section 5, paragraph I, to complete the calendar***  
9 ***year.***

10           4 Contributions by the City; Actuarial Assumptions. Amend 1973, 218:8 as amended by 2002,  
11 194:1 to read as follows:

12           218:8 Contributions by the City. The city shall appropriate annually to the retirement board the  
13 amounts required to fund the benefits set forth in the act as determined by the retirement board on  
14 the basis of an actuary's valuation, which shall be based on sound actuarial funding methods,  
15 assumptions, and principles. ***The actuarial assumptions used by the actuary shall be in***  
16 ***conformity with the requirements of the Code and the related Treasury Regulations and***  
17 ***shall be set forth in the administrative rules.***

18           5 Retirement Benefits; Payments. Amend 1973, 218:12 IV as amended by 2002, 194:1 and 2006,  
19 115:1 to read as follows:

20           IV. Notwithstanding any provision of this act, the maximum pension payment payable to  
21 any member or beneficiary shall be limited to such extent as may be necessary to comply with the  
22 requirements of sections 401(a)(16), 401(a)(17) and 415 of the Code. The retirement benefits payable  
23 hereunder shall be made in the form, at such time and otherwise in compliance with the distribution  
24 and rollover requirements of sections 402(c), 401(a)(9), and 401(a)(31) of the Code ***and the related***  
25 ***Treasury Regulations the applicable provisions of which shall be set forth in the***  
26 ***administrative rules.*** Member contributions and benefit upgrade purchases shall be made in  
27 conformity with section 415 of the Code ***and the related Treasury Regulations the applicable***  
28 ***provisions of which shall be set forth in the administrative rules.***

29           6 New Paragraph; Benefits Upon Death of a Member. Amend 1973, 218:16 as amended by 2002,  
30 194:1 by inserting after paragraph III the following new paragraph:

31           IV. Death During Military Service. Effective with respect to deaths occurring on or after  
32 January 1, 2007, while a member is performing qualified military service (as defined in Chapter 43  
33 of Title 38, United States Code), death benefits shall be provided to the survivors of a member to the  
34 extent required by section 401(a)(37) of the Code.

35           7 Review of Retirement Board Orders; Time. Amend 1973, 218:26, I as amended by 2002, 194:1  
36 to read as follows:

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1 I. Any member aggrieved by a decision of the retirement board denying the benefits  
2 provided by this act may request a hearing by filing a written petition no later than 45 days after the  
3 date of the decision. The petition shall include the name and address of the member, the denial of  
4 benefits being contested, legal basis on which the denial is being contested, and any documentation  
5 or exhibits which support the member's position. The retirement board shall grant or deny the  
6 hearing request ~~[within 14 days of the member's request]~~ **at its next scheduled meeting.** The  
7 rules and procedures for all hearings shall be set forth in the administrative rules.

8 8 Medical Insurance Coverage. Amend 1973, 218:28, II as amended by 2002, 194:1 to read as  
9 follows:

10 II. Member contributions toward this subsidy shall be funded by an increase in the member  
11 contribution rate established pursuant to section 218:9, I by 1.25 percent. ~~[Under no circumstances~~  
12 ~~shall a member be entitled to a refund of contributions made to the Section 401(h) subtrust.]~~  
13 Notwithstanding any other provisions of chapter 218 to the contrary, members shall not be entitled  
14 to a refund of contributions made to the Section 401(h) subtrust. The city shall fund the remaining  
15 cost of funding the 401(h) subtrust based on methods and assumptions determined by the board.  
16 Any contribution made by the city intended to fund the 401(h) subtrust shall be so designated. Any  
17 transfers of retirement system assets to the 401(h) subtrust shall be limited to excess assets as  
18 defined in Internal Revenue Code Section 420(e)(2). All such transfers must be made in accordance  
19 with Internal Revenue Code Section 420 and all applicable Treasury regulations.

20 9 Effective Date. This act shall take effect upon its passage.



**MANCHESTER SCHOOL DISTRICT**  
SCHOOL ADMINISTRATIVE UNIT NO. 37  
20 Hecker Street  
Manchester, NH 03102  
Telephone: 603.624.6300 • Fax: 603.624.6337

**Jennifer C. Gillis**  
Assistant Superintendent  
Operations

**John Goldhardt, Ed.D.**  
Superintendent of Schools

**Amy L. Allen**  
Assistant Superintendent  
Teaching, Learning and  
Leading

**Karen DeFrancis**  
Chief Financial Officer

To: Mayor Joyce Craig  
% the City Clerk's Office

From: Angela M. Carey  
Clerk of the Board of School Committee

Date: January 26, 2021

Re: Manchester Board of School Committee and Manchester Certified Instructors NEA-NH  
Association Tentative Agreement

At the January 25, 2021 Board of School Committee meeting, the board voted to approve the  
Manchester Board of School Committee and Manchester Certified Instructors NEA-NH Association  
Tentative Agreement.

cc: Dr. John Goldhardt, Superintendent of Schools  
Karen DeFrancis, Business Administrator

*It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator Sherri Nichols for staff; the 504 and Title IX Coordinator is Mary Steady for students. Please see above for contact information.*

CERTIFIED INSTRUCTORS  
Tentative Agreement  
12/8/2020

	Incremental (Savings) / Cost by Fiscal Year		
	<u>FY21</u>	<u>FY22</u>	<u>Total</u>
Operating Budget:			
Salary Increase	\$ 6,808	\$ 9,103	\$ 15,911
FICA/Retirement	1,474	1,971	3,445
Health Insurance Changes (estimated)	(571)	(1,713)	(2,284)
Total Cost Operating Budget **	<u>7,712</u>	<u>9,361</u>	<u>17,073</u>
One-Time Funds:			
One-time \$200 disaster supply reimbursement	4,400	-	4,400
Total Cost of One-Time Funds	<u>4,400</u>	<u>-</u>	<u>4,400</u>
Total Cost of Contract	<u><u>12,112</u></u>	<u><u>9,361</u></u>	<u><u>21,473</u></u>

\*\* General Fund represents 21%

**MANCHESTER**  
**BOARD OF SCHOOL COMMITTEE**  
**AND**  
**MANCHESTER**  
**CERTIFIED INSTRUCTORS NEA-NH**  
**ASSOCIATION**

12/8/20

**TENTATIVE AGREEMENT**

**ARTICLE EIGHT**  
**ASSOCIATION AND EMPLOYEE RIGHTS**

4. (New) Certified instructors are encouraged to apply for vacant position within the district. Accordingly, certified instructors who are qualified for a teaching vacancy that apply shall be interviewed for the vacancy. If all qualifications are equal, preference shall be given to the certified instructor over persons being hired from outside of the district. Qualifications shall include:

1. Demonstrated teaching ability.
2. Certification(s).
3. Performance evaluations.
4. Prior teaching experience.
5. Professional references.

For the purposes of this agreement, the term “vacancy” shall be interpreted as an open teaching position which the district intends to fill that was not otherwise filled in accordance with the requirements of the collective bargaining agreement between the Manchester Board of School Committee and the Manchester Education Association-NEA/NH.

**ARTICLE TEN**  
**OCCUPATIONAL AND PROFESSIONAL IMPROVEMENT**

3. Members of the bargaining unit shall have the option to attend the professional development sessions for teachers that are held when students are not in the buildings, including days prior to the beginning of the school year, to the extent budgeted by the District.

## **ARTICLE SEVENTEEN**

### **JURY DUTY**

1. Any bargaining unit member who is called for jury duty shall notify the Superintendent or his/her designee within five (5) work days after being summoned to appear for jury duty. Notification to the Superintendent or his/her designee must be made in advance of the jury duty assignment with supporting documentation. Upon proper notification of ~~full time~~ employees being called for jury duty, such ~~full time~~ employees will be paid the difference between the fee received for jury duty and the amount of straight time earning lost by reason of the jury duty. Satisfactory evidence of actual jury duty must be submitted to the Superintendent or his/her designee.
2. Bargaining unit members who are excused from jury duty for a day or days shall be responsible to report to their assignment as set forth herein. Employees, serving as jurors in the courts of Rockingham, Merrimack or Hillsborough Counties shall, if there are more than two (2) hours remaining in the normal work day, be responsible to report to their work site as soon as possible after being released. Failure of ~~full time~~ employees to report to work will disqualify the employee from the District's Jury Duty Leave payment. In this case, the ~~full time~~ employee will retain the daily stipend paid by the Court in which the employee serves as a juror.
3. ~~Regular part time and~~ Part time employees shall be entitled to the same jury duty leave benefit as the full time **and regular part time** employees but without pay.

## **ARTICLE NINETEEN**

### **INSURANCE**

1. The Board agrees to provide full time employees with the following health insurance plans:

Lumenos Regional High deductible Health Saving Account (HSA) Plan  
\$2,000/\$4,000 plan year deductible; or  
Lumenos National High deductible Health Saving Account (HSA) Plan  
\$2,000/\$4,000 plan year deductible.

The District shall pay eighty percent (80%) of the monthly the Lumenos HSA plan premium. For those employees electing to take either plan specified in Section 1 above, they shall receive from the School District annually \$1,500 for those on the single plan and \$3,000 for those on the two-person or family plan that shall be deposited into a Health Savings Account (HSA). Said contributions and funds shall be governed by the applicable federal law. Half of the School District's annual contribution amount shall be deposited in the HSA at the beginning of the plan year with the second half being deposited over the course of the remaining plan year. Provided however, if the employee experiences a catastrophic illness during the plan year that results in the employee incurring medical bills that exceed the amount of the funds then in the HSA, upon presentation of an explanation of benefits form, the School District shall contribute additional funds up to the maximum annual contribution by the School District as may be permitted by law. The above referenced contributions to the HSA shall be prorated based upon the effective dates of coverage.



2. The District shall pay eighty percent (80%) of the monthly premium of the following HMO/~~POS~~ plans or eighty percent (80%) of the Lumenos HSA plan premium, whichever is less **for employees hired prior to July 1, 2021.**
  - a. ~~BC/BS POS with \$1,500.00 deductible as set forth in the attached Appendix B~~ **BC/BS HMO Site of Service** with \$1,500.00 deductible as set forth in the attached Appendix B.
  - b. Blue Cross/Blue Shield HMO Access Blue New England **Site of Service** with a \$250 deductible as set forth in the attached Appendix B.
  - c. ~~Blue Cross/Blue Shield POS Blue Choice New England with a \$300 deductible as set forth in the attached Appendix B.~~

The Parties agree that the Board may discontinue any of the above-referenced health plans in the event that the plan will incur an excise tax or other penalty under the requirements of the Affordable Care Act. In such case, notice of discontinuance shall be provided during open enrollment or under such other circumstances as necessitated to avoid the excise tax or penalty. Employees shall receive no less than thirty (30) days prior notice of discontinuance.

## **ARTICLE TWENTY-TWO** **COMPENSATION**

1. Effective upon **tentative agreement**, employees will receive an increase in pay equal to ~~one half (1/2) of the 2.10% percent~~, **with no retroactivity.**

**Effective July 1, 2021, employees shall receive an percentage increase in wages equal to age of the District's allocated tax cap (as calculated by the City of Manchester's Finance Director) for the 2022 fiscal year. For any additional year covered by this agreement, employees will receive an increase in pay equal to the percentage of the District's allocated tax cap (as calculated by the City of Manchester's Finance Director) for the then current fiscal year, not to exceed three (3.0) percent or less than one half (.5) percent in any year of the contract. The starting rate of pay shall be \$15.50 \$16.00 per hour. This increase will be considered granted upon attaining a rating of "effective" on their immediately preceding performance evaluation. This process may be changed at any time by mutual agreement. Evaluation increases will stop when an employee reaches the top of their respective pay range. Pay increases shall not be withheld because the District fails to conduct evaluations.**

**Effective within 30 days after ratification, employees shall receive a disaster supply reimbursement of \$200.00.**

**ARTICLE TWENTY-FOUR**

**DURATION**

The provisions of this Agreement shall be effective upon ratification, unless otherwise agreed by the parties, and shall continue in full force and effect through June 30, 2022. Each year thereafter, the Agreement shall automatically renew itself unless by December 1 of any succeeding year, either party gives written notice to the other party of its desire to modify or terminate the Agreement.

The persons whose signatures appear below certify that they are authorized representatives of the parties for the purpose of executing this Agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manchester School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manchester Certified Instructors